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ABSTRACT

Designed for school staffs and others looking for effective career education programs, this resource file contains descriptions of 150 career education programs and products. It provides an overview of the types of research and development-based career education programs currently available to school districts across the United States. The file describes these programs and products in a standard four-page format which includes descriptors; area of emphasis (i.e., instruction, guidance, etc.); target audience for the program; effect on students; a summary description; materials necessary for implementation; financial requirements; evaluation results; bias rating; services available; contact information for materials or consultation; and location of a school where the program is in use. (BM)

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CAREER EDUCATION PRODUCT FILE
michigan department of education

Lincoln County Exemplary Product In Career Education

Hamlin, West Virginia 25523

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Descriptors:

Career Awareness, K-6
Career Orientation, 7-8
Career Exploration, 9-10

CEDISS Area:

Guidance and Counseling

Target Audience:

Grades 1-10

Highlights

Effect on Students:

In general, the program will promote positive attitudes toward:

1. all fields of work;
2. work as a means of obtaining many satisfactions; and
3. one's self in relation to work.

It can help students:

(Levels 1-6)	Become aware of the meaning of work Become aware of occupational skills of family members Compare occupations in their community and those in other communities
(Levels 7-8)	Compare and contrast occupational environments Understand job cluster characteristics
(Levels 9-10)	Use techniques of analyzing occupational information Examine occupational requirements and settings through exploration

CE 023 823

For Your Notes

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Highlights | **For Your Notes**

Description:

A set of eight guides will enable teachers to develop instructional activities for students. The guides — one each for levels 1 through 6, one for 7-8, and one for 9-10 — contain:

Behavioral Objectives
Teaching Strategies
Evaluation Techniques
Suggestions for Related Subject Areas
Field Trip Suggestions
Materials Resource Bibliography

In addition, the Level 7-8 guide includes:

> Occupational cluster descriptions and job titles in the areas of manufacturing, construction, services, professional and technical

The Level 9-10 guide also includes:

Samples of various employment forms
Fifteen occupational cluster and job listings

and finally, the Resource Catalogue lists:

> Books, film loops, sound filmstrips, kits, puzzles, suggested field trips, and free and inexpensive educational materials.

The program received the approval of the U.S. Office of Education Joint Dissemination Review Panel (JDRP) in 1973.

Materials Needed:

1 Resource Unit - Level 1
1 Resource Unit - Level 2
1 Resource Unit - Level 3
1 Resource Unit - Level 4
1 Resource Unit - Level 5
1 Resource Unit - Level 6
1 Resource Unit - Level 7-8
1 Resource Unit - Level 9-10
Resource Bibliography
Strategies for Implementation

Financial Requirement:

Estimated cost per pupil is $25-30, depending on selection of materials by teachers. A packet of the publications listed under "Materials Needed" is $10. (1978 costs & estimates)

Special Training:

None required

Highlights | **For Your Notes**

Evaluation Results

Information examined by the JDRP, and documented by evaluation by Marshall University, indicates that the academic work of students was improved through the implementation of career education.

Bias Rating:

The elementary level guides placed men and women into stereotype roles. Occupational positions with male connotations were used throughout the teacher guides. Resource catalogue materials were not reviewed.

Services Available:

None except consultation with local contact person (Tom Miller).

Contact for Materials and Consultation:

Tom Miller
Lincoln County Vocational-Technical Center
P.O. Box 437
Hamlin, West Virginia 25523
(303) 824-5449

For Locations Where Program Is In Use, Contact:

Robert P. Martin
Coordinator for Career Education
State Department of Education
1900 Washington St., East
Building 5, Room B-237
Charleston, WV 25305
(304) 348-3896

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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Staff Development Program For Promoting More Effective Use Of Community Resources In Career Education

Center for Vocational Education
The Ohio State University

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Descriptors:

Career Education
Community Resources
Staff Improvement
Inservice Education

CEDISS Area:

Guidance and Counseling

Target Audience

K-12

Highlights

For Your Notes

Effect on Students:

Students can become aware of occupational options through hands-on experiences of interviewing, field trips, and work observations.

Description:

A planning guide outlines information on how to coordinate, manage, and implement the program.

A second planning guide contains descriptions of eight inservice topics and model plan for implementing these topics:

1. Community Resources and Career Education;
2. Use of Local Community Resources;
3. Using Resource Persons;
4. Using Field Trips;
5. Experiencing the Work;
6. Using Community-School Advisory Committees;
7. Involving Community Organizations; and
8. Application Activity - Putting a Plan in Action.

Two sets of resource materials are available for use with the inservice topics. Each set contains transparency masters, copies of handout materials, and reference materials to go along with the topics.

Highlights | **For Your Notes**

Materials Needed:

Two Guides:

Section 1 Overview and Management Plans, Local Needs and Attitudes, Assessment and Research Report Summary
Section 2 Inservice Program
Modules A through H Instructional Plans

1 Resource Materials Packet: Modules A-D
1 Resource Materials Packet: Modules F-H

Financial Requirement:

1 Set - $15.00 — Two Guides
Two Packets of Resource Materials

Special Training:

None

Evaluation Results

No evaluation data were available.

Bias Rating:

The program did not appear to be biased.

Services Available:

None identified

Contact

Product Utilization Section
Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Introduction
To Communication Careers

A McKnight Introductory Career Series
McKnight Publishing Series

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Descriptors:

Career Education
Mass Media
Programming (Broadcast)
Radio
Secondary Education

CEDISS Area:

Instruction
Guidance and Counseling

Target Audience

Junior High and High School

Highlights

For Your Notes

Effect on Students:

Students will understand some basic requirements of mass media careers. The student will learn some mass media production skills from experience in planning, writing, presenting, and taping a five-minute radio program.

Description:

The product consists of a six-week or 30-day mini-course that has three basic parts:

1. Introduction to Communications - five assignments;
2. The Communications System - 22 assignments; and
3. Personal Evaluation - 3 assignments.

Readability Measure:	Flesch	Grade 9.1
	Farr-Junkins-Paterson	Grade 9.5
	Danielson	Grade 7.9

Highlights	For Your Notes

Materials Needed:

Student Text-Activity Manual
Filmstrip and Cassette Tape
Pretest and Achievement Test
Teacher's Guide
Recordings - "Sound Effects"

Financial Requirement:

1 Test-Activity Manual
1 Teacher's Guide
Filmstrip/Cassette Tape
12 Sender/Receiver Games
3 Sound Effect Records
48 Consumer Data Cards
30 Achievement Tests

Total Cost: $85.00
Text-Activity Manual: $1.98 each

(Prices as of 1976)

Special Training:

None identified.

Evaluation Results

No evaluation data were available.

Bias Rating:

Materials reviewed:

Filmstrip and Cassette Tape	Text-Activity Manual
Teacher's Guide	Pretest/Achievement Test

The materials appear to be unbiased.

Services Available:

None identified

Contact

McKnight Publishing Company
Box 2854
Bloomington, Illinois 61701

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Rumson-Fair Haven Elective Program

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Descriptors:

Career Education
Community Resources
Secondary Education
Decision Making Skills
Work Experience Programs

CEDISS Areas:

Instruction
Guidance and Counseling

Target Audience

Grade 12

Highlights

For Your Notes

Effect on Students:

Through experiences of an independent study, a community involvement activity or a work experience activity, the student will develop skills in using the community as a learning center and acquire experience in decision-making with an awareness of the responsibility or responsibilities related to that decision.

Description:

The program is made up of 80 mini-course electives of various time lengths that are described in outlines or courses of study that contain performance objectives, bibliographies, descriptions of independent study projects, and teacher-student discussion session guidelines.

The program is designed to encourage students to enroll in their traditional academic courses during the first three years of high school so that the senior year can be spent on the program of 80 mini-course electives. The program design allows for open-campus privileges.

It received approval in 1974 by the Joint Dissemination Review Panel (JDRP) of the U.S. Office of Education.

Highlights | **For Your Notes**

Materials Needed:

Mini-course outlines
Filmstrip/Cassette description of program
Manual of guidelines for administration

Financial Requirement:

Mini-Course Outlines:

English (14 courses of study)	$ 2.50
Social Studies (14 courses of study)	2.50
Business (4 courses of study)	1.00
Industrial Arts (4 courses of study)	1.00
Sciences (9 courses of study)	2.00
1 Filmstrip/Cassette (describes program)	12.50
1 Manual for Administration (guideline to install & monitor programs)	(per copy) 1.25

(Prices as of 4/28/78)

Special Training:

Little or no training

Evaluation Results:

The program was evaluated by a series of tests that measured each objective. These included the Watson-Glaser Test of Critical Thinking, STEP in social studies, and several designed to measure students' feelings about self, school, and community. Results were compared with schools with traditional curricula. (Project validated by JDRP in 1974.)

Bias Rating:

A review of the filmstrip/cassette, the program course outlines, and the administrative manual revealed no biases.

Services Available:

Visits may be arranged with project director. Awareness materials are available. Training is available and conducted out-of-state (exemplary project staff costs must be paid). Project staff can attend out-of-state conferences only during specified times in November, February, and April (expenses must be paid).

Highlights

For Your Notes

Contact:

Mr. Newton Beron, Project Director
Rumson-Fair Haven Regional High School
Ridge Road
Rumson, New Jersey 07760
(201) 842-1597

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My Bread and Butterflies Career Book

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Descriptors:

Career Education
Occupational Information
Career Choice
Self-Evaluation
Elementary Education

CEDISS Area:

Instruction
Guidance and Counseling

Target Audience

Ages 9-12
Grades 4-6

Highlights

For Your Notes

Effect on Students:

The product is intended to help students:

1. Identify relationships between personal interests and job characteristics;
2. Categorize information about self; and
3. Search and sort information about jobs.

Description:

Students use a workbook as a personal career exploration diary. The workbook contains sentences to complete and blanks to fill in. Many of the activities require the student to provide answers that follow a search about self and jobs.

A handbook for teachers describes suggested uses of the student workbook and gives suggestions for enrichment activities.

Highlights	For Your Notes
Materials Needed: My Bread and Butterflies Career Workbook Student-Shared Experiences - Handbook for Teachers	
Financial Requirement: My Bread and Butterflies Career Workbook ....$1.50 per book Student-Shared Experiences: Handbook for Teachers ....$1.50 per book (Prices as of January 9, 1978.)	
Special Training: No special training is required.	
Evaluation Results No information was available.	
Bias Rating: The Career Book and Handbook for Teachers did not appear to be biased.	
Services Available: A sales representative will conduct workshops without charge if requested on a regional basis.	
Contact Mr. Robert P. Roliardi Time Share 707-A Davis Road Elgin, Illinois 60120 (312) 697-2490	

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Career Development K-12

Bismarck, North Dakota

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Descriptors:

Career Education
Occupational Information
Self-Concept
Special Education

CEDISS Area:

Guidance and Counseling
Placement

Target Audience

K-12
Special Education

Highlights

For Your Notes

Effect on Students:

The product can assist the student to:

1. Develop positive attitudes toward work;
2. Develop an awareness of occupational capabilities;
3. Develop a positive self-image; and
4. Make career decisions.

Description:

K-6 Guidebooks contain goals and objectives and identified related subject area activities with suggestions of techniques and resource materials. There is a planned sequence of objectives and activities.

The Special Education-Early Elementary Level Classroom Guide Book contains objectives, activities, techniques, and resource material suggestions.

The 7-12 Career Guide Book contains objectives and activities that focus on exploration, including classroom, laboratory, and field experiences. This guide book is planned for use in the recommended areas of:

Math
Art
Science
Music
Social Studies
Language Arts
Physical Education
Industrial Arts
Home Economics

CEDISS Product Fact Sheet 106

Highlights

For Your Notes

Materials Needed:

Classroom Activities Guide Books

Financial Requirement:

The K-6 Guide Books, the Special Education Guide Book, and the 7-12 Guide Book are available for the cost of copying. For copies, contact:

Carol Wolenberg
Office of Career Education
Department of Education
P.O. Box 30008
Lansing, MI 48909
(517) 373-9490

Special Training:

No special training is required to use the guides.

Evaluation Results

No information was provided.

Bias Rating:

The review included course outlines K-12. No resource materials referred to in the context of the outlines were reviewed. The K-3 Guides and elementary-special education course outline did appear to be biased through stereotyped occupational roles of men and women. Later elementary and special education areas for grades 7-12 were unbiased. All materials, K-12, used "he" as the third person pronoun.

Services Available:

None

Contact

For general information about the development of the product:

Bob Lamp or Jerry Tachscherer
North Dakota State Board for Vocational Education
State Office Building
900 East Boulevard
Bismarck, North Dakota 58501
(701) 224-2288

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Communication and You

The Center for Vocational Education
The Ohio State University

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Descriptors:

Attitudes
Communication Skills
Interpersonal Relationship
Secondary Education
Values

CEDISS Area:

Guidance and Counseling

Target Audience

Grade 7

Highlights

For Your Notes

Effect on Students:

The product is intended to assist the students in:

1. Exploring various methods of communication;
2. Recognizing the importance of successful communication and the factors that interfere with successful communication;
3. Recognizing how attitudes and the way they are communicated affect interpersonal relationships; and
4. Recognizing different value systems and the necessity to form interpersonal relationships despite differences.

Description:

A guide for teachers contains eight lessons, with time limits for a lesson to be set by the teacher.

Each lesson set includes a description of one or more activities, a resource listing or description for each activity, and an evaluation strategy for each lesson.

Transparency masters and student worksheets are also included in the guide.

CEDISS Product Fact Sheet 107

Highlights	For Your Notes
Materials Needed: 1 Teacher's Guide — "Communication and You"	
Financial Requirement: 1 Teacher's Guide - "Communication and You" .... $7.00 (Price as of May 5, 1977)	
Special Training: None	
Evaluation Results: No information was available.	
Bias Rating: The guide did not appear to be biased.	
Services Available: None identified.	
Contact: Product Utilization Section Center for Vocational Education The Ohio State University 1960 Kenny Road Columbus, OH 43210	

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Just Me

The Center for Vocational Education
The Ohio State University

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Descriptors:

Citizenship
Elementary Education
Interpersonal Relationship
Self-Concept

CEDISS Area:

Instruction
Guidance and Counseling

Target Audience

Grade 1

Highlights

For Your Notes

Effect on Students:

The learning sets are designed to help students to:

1. Recognize that they possess facial and physical features that are unique;
2. Develop the ability to communicate the relationship between self and family and responsibilities to them;
3. Realize that going to school helps them to learn to do things for self and others; and
4. Increase an awareness of competencies at certain tasks.

Description:

This teacher's guide has twelve learning experience sets which are labeled:

Who Am I?
My Features
My Body
My Characteristics
How My Body Functions
My Senses
My Family and Me
My Promise Book
My Friends and Me
Things I Do
How I Perform Tasks
How I Use Tools

Each set contains student objectives, an overview of how the activities in the set can be presented, a list of resources and resource pages that can be duplicated, ideas for activities, and an evaluation strategy.

Highlights	For Your Notes
Materials Needed: 1 Teacher's Guide — "Just Me"	
Financial Requirement: 1 Teacher's Guide .... $6.50 (Price as of May 5, 1977)	
Special Training: None	
Evaluation Results: No evaluative data was available.	
Bias Rating: The guide did not appear to be biased.	
Services Available: None identified.	
Contact: Product Utilization Section Center for Vocational Education The Ohio State University 1960 Kenny Road Columbus, OH 43210	

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Models for Career Education in Iowa

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Descriptors:

Career Education
Occupational Information
Self-Evaluation
Career Planning

CEDISS Areas:

Instruction
Guidance and Counseling

Target Audience

K-12

Highlights

For Your Notes

Effect on Students:

The materials are designed to assist students in:

- becoming aware of personal interests, skills, and aptitudes;
- relating perception of self to work requirements;
- identifying the characteristics of job clusters; and
- identifying jobs that are related to the clusters.

Highlights	For Your Notes

Description:

The product includes:

- a set of four guides that contains objectives, activity descriptions, resource material listings, and evaluation ideas and procedures;
- a reference guide of information that describes the functions of an Information Center for student use;
- an Ideas for Activities book on self-awareness and assessment;
- a listing of selected occupations by clusters for use at the elementary level;
- a listing of selected occupations related to subject matter areas and occupational clusters for use in secondary schools; and
- a set of monographs designed to aid in identifying and planning for implementation of Career Education.

Materials Needed:

Guides:

Implementing C.E. Objectives in the Classroom-Awareness Phase (Primary Level)
Implementing C.E. Objectives in the Classroom-Accomodation Phase (Intermediate Level)
Implementing C.E. Objectives in the Classroom-Exploration Phase (Jr. High Level)
Implementing C.E. Objectives in the Classroom-Exploration & Preparation Phase (High School Level)

Reference Guides and Listings:

Information Centers in Career Education
Selected Occupations by Clusters for Use in Elementary Education
Self-Awareness Classroom Activities
Goals and Objectives for Implementation (7-12)
Selected Occupations by Subject Matter and Occupational Clusters for Use in Secondary Schools

Highlights	**For Your Notes**

Monograph Titles:

Career Development Model and Explanation
Implementing Career Education in the School Curriculum
The Self-Concept and Career Education
The Way We Work
Career Education and the World of Work
A Philosophy for Career Education
Administrator Roles in Implementing Career Education Concepts in the School Curriculum
Career Decision Making in the Career Education Process

Financial Requirement:

Fifteen books available free.

To Obtain Materials Contact:
Mr. Ken Wold
Career Education Division
Iowa State Department of Education
Grimes State Office Building
Des Moines, Iowa 50319

Special Training:

None required.

Evaluation Results:

An evaluation based on student change was mentioned but none was described.

Bias Rating:

There is an inconsistency in the usage of the third person "he." In some instances, he/she was used.

Services Available:

None were identified.

Contact:

W.O. Schuermann, Director
Career Education Division
Department of Public Instruction
State of Iowa
Grimes State Office Building
Des Moines, Iowa 50319

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David Lowman
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Experience-Based Career Education

Northwest Regional Educational Laboratory

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Occupational Information
Career Planning
Career Education
Decision-Making Skills

CEDISS Area:

Instruction

Target Audience

Grades 11-12

Highlights

For Your Notes

Effect on Students:

The materials are designed to provide experiences that will assist students in:

- Immediate and long-range planning;
- Goal setting
- Recognizing when help is needed to accomplish a task and how to go about getting it;
- Making realistic job choices; and
- Analyzing and evaluating new information.

Description:

The product consists of guides to help teachers develop materials and identify activities that focus on learning experiences at employer sites.

Each guide is arranged in three parts:
1. An overview;
2. An explanation of a planning process for step-by-step planning; and
3. A reference checklist that identifies tasks to complete

It has received approval by the Joint Dissemination Review Panel (JDRP) of the U.S. Office of Education

Highlights

For Your Notes

Materials Needed:

Five Handbooks:

- Management and Organization
- Curriculum and Instruction
- Employer/Community Resources
- Student Services
- Program Evaluation

Financial Requirement:

Management and Organization
Curriculum and Instruction
Employer Community Resources
Student Services
Program Evaluation $125.00 (set of 5 handbooks)

(Price as of August 1978)

Special Training:

None identified.

Evaluation Results:

An extensive design is described including a comparative component and some case studies. In most instances, the students in the program did not score significantly higher than the students in the control group.

Bias Rating:

The five handbooks, overall, did not appear to be biased.

Services Available:

Introductory presentations
Designing and planning a program
Training local staff
Assisting local staff in problem solving
Designing and executing evaluation

Highlights	For Your Notes
Contact for Materials and Consultation: Rex Hagens, EBCE Program Director or Sue Cook, Training and Technical Assistance Northwest Regional Educational Laboratory 710 Southwest 2nd Avenue Portland, Oregon 97204	

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Careers: A Supplemental Reading Program

Harcourt, Brace, Jovanovich

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Descriptors:

Self-Evaluation
Language Arts
Reading Instruction
Occupational Information

CEDISS Area:

Instruction

Target Audience

Junior High

Highlights

Effect on Students:

This individualized program is designed to reinforce reading and language arts skills in activities related to examining job information as well as appraising personal aptitudes, feelings, and interests.

For Your Notes

Highlights	For Your Notes

Description:

The program includes:

Story Folders that contain short fictional stories with job themes intended to grasp student interest and a series of questions about the story. Every story folder also has a self-administered, self-correcting interest/aptitude inventory with information about the nature of the job, educational requirements, and the future outlook for employment opportunities.

Activity Cards that describe a variety of activities meant to help students gain additional information about specific jobs identified in the story folders while they use language arts experiences (such as writing reports, giving oral reports, constructing displays, and writing scripts for plays).

Student Management Folders meant for personal record keeping. Each card contains a list of the occupation titles from the story folders and a space for recording the time the story folder was examined. A space is available for opinions held by the student regarding the occupation.

A Teacher's Manual which describes briefly all the student materials, including the content of each student activity card and the answer keys.

Materials Needed:

32 different story folders
Two copies each of 32 activity cards
One full-color sound filmstrip
One cassette
30 student management folders
One teacher's manual

Financial Requirement:

Kit (Level D)	$96.00
Teacher's Manual (separately)	2.10
Student Management Folders (separately, each)	.66

(Prices as of March 24, 1978.)

Special Training:

None required.

Highlights	**For Your Notes**
Evaluation Results: No evaluation data were available.	
Bias Rating: This product overall did not appear to be biased. A variety of individuals were depicted in a variety of occupational settings.	
Services Available: All materials available. No sites currently available for visitations.	
Contact Harcourt Brace Jovanovich, Inc. 7555 Caldwell Avenue Chicago, Illinois 60648 (312) 647-8822	

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Health: Decisions for Growth

Harcourt Brace Jovanovich

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Descriptors:

Health Education
Environmental Influences
Personal Growth
Human Development

CEDISS Area:

Instruction

Target Audience

K-6

Highlights

For Your Notes

Effect on Students:

This program is organized into four units or health schemes: The personal environment, the physical environment, the social environment, and the cultural environment.

The topics of nutrition, safety, first aid are meant to help students learn about physical fitness, environmental health, emotional health, and anatomy.

Other topics deal with:

- how the body grows, the importance for exercise and rest, and learning as a part of healthy growth;
- how the environment may influence health, diet, disease, and safety; our own social needs and those of others and how those needs may be translated into emotions and actions; and
- the role of public service organizations in helping to make the world a healthy place to live.

Highlights	For Your Notes

Description:

Study Prints (beginning level only):
These poster-size, color photographs introduce the students to the health topics of growing, learning, being safe, eating well, and understanding feelings. They are for discussion purposes. This set of prints is accompanied by a teacher's resource book that suggests a structured lesson for each study print.

Levels I-VI:
The **Teacher's Resource Book** is designed to accompany the student text book with each student's page reproduced in full size. Ideas for activities, annotations, additional resources such as listings of books, films and filmstrips are described.

Filmstrips with cassettes or records accompany each unit or health theme. They use real-life situations that focus on the importance of good health and the maintenance of a healthy environment.

A **Test Booklet** is available for Levels III through VI. The booklet is designed as a consumable that requires reading items and choosing the best answer. A key to the test is included.

Materials Needed:

Study Prints with Teacher's Resource Book (beginning level only)

Texts (Each text contains two programs):

As You Grow - Blue (Level 1)
You Make Choices - Red (Level 2)
At Your Best - Green (Level 3)
You Learn and Change - Orange (Level 4)
Balance in Your Life - Purple (Level 5)
Toward Your Future - Brown (Level 6)

Teacher's Resource Book to accompany each level.

Filmstrips with cassettes or records that accompany each program of Levels 1-6.

Highlights | **For Your Notes**

Financial Requirement:

24 18" x 20" Study Prints with Teacher's Resource Guide (Beginning Level only)	$87.00
Teacher's Resource Guide (separately) beginning level only	3.00
As You Grow - Blue (Level 1)	5.19
You Make Choices - Red (Level 2)	5.19
At Your Best - Green (Level 3)	5.79
You Learn and Change - Orange (Level 4)	5.79
Balance in Your Life - Purple (Level 5)	5.79
Toward Your Future - Brown (Level 6)	6.24
Teacher's Resource Book - each level	3.00/each
For Levels I-VI, there are two units: Each unit has 2 filmstrips, 2 cassettes or records, and teacher notes	48.00/each
Test booklets/Levels 3-6	.75/each

(Prices as of 3/24/78)

Special Training:

None required.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The teacher's editions were reviewed. The materials did not appear to be biased.

Services Available:

None identified.

Contact:

Harcourt Brace Jovanovich
7555 Caldwell Avenue
Chicago, Illinois 60648
(312) 647-8822

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Self-Expression and Conduct: The Humanities

Harcourt Brace Jovanovich

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Descriptors:

Values
Self-Concept
Fine Arts
Language Arts
Communication Skills

CEDISS Area:

Instruction

Target Audience

K-6

Highlights

Effect on Students:

This program provides the students with opportunities to: 1) Explore values; 2) Learn to use art, drama, dance, music, and language to express and communicate feelings; 3) Experience growth in self-esteem.

For Your Notes

Highlights | **For Your Notes**

Description:

Study Prints (Beginning level only)
Thirty-five poster-size, color photographs and prints of paintings can be used for discussion purposes. There are seven prints of each mode of expression (art, music, dance, drama, language). This set of study prints is accompanied by a teacher's resource book that suggests lessons to accompany each print.

The **Teacher's Resource Book for Levels I-VI** - blue, red, green, orange, purple (color coded) - is designed to accompany the student text book with each student's page reproduced in full size. Ideas for activities, annotations, additional resources such as listings of books, films and filmstrips are described. Suggested questions for evaluation purposes are included.

Filmstrips with cassettes or records are available for each level. Each filmstrip encourages self-expression. The filmstrips are designed to involve the students in follow-up activities.

There are 6 filmstrips for Beginning Level, eight for Level Blue, and six for each of Levels Red, Green, Orange, and Purple.

Materials Needed:

35 Study Prints (Beginning Level) with Teacher's Guide
1 Teacher's Resource Book - Level I-V
2-3 Filmstrips and records or cassettes - Level I-V

Financial Requirement:

Beginning Level:	
35 18" x 24" Study Prints with Teacher's Resource Book	$87.00
Teacher's Resource Book (separately)	4.20
Three units of:	
2 filmstrips, 2 records or 2 cassettes, teacher note	48.00/each
Level I (blue)	
Teacher's Resource Book	4.20
Four units of:	
2 filmstrips, 2 records or 2 cassettes	48.00/each
Level II (red)	
Teacher's Resource Book	4.20
Three units of:	
2 filmstrips, 2 records or 2 cassettes	48.00/each

Highlights

For Your Notes

Level III (green)

Teacher's Resource Book	4.80
Three units of:	
2 filmstrips, 2 records or 2 cassettes	48.00/each

Level IV (orange)

Teacher's Resource Book	6.30
Three units of:	
2 filmstrips, 2 records or 2 cassettes	48.00/each

Level V (Purple)

Teacher's Resource Book	6.90
Three units of:	
2 filmstrips, 2 records or 2 cassettes	48.00/each

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

A series of filmstrips and teacher resource books were reviewed. The materials did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Harcourt Brace Jovanovich
7555 Caldwell Avenue
Chicago, Illinois 60648
(312) 647-8822

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Kangaroo Kit

National Recreation and Park Association

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Recreational Activities
Self-Evaluation
Decision Making Skills
Citizenship
Problem Solving

CEDISS Area:

Instruction

Target Audience

K-12

Highlights

Effect on Students:

The purpose of the program is to help students recognize the role of leisure living and its importance to personal satisfaction, to become aware of leisure opportunities available, to understand the impact leisure time has and will have in society and how to make decisions regarding their own leisure time.

For Your Notes

Highlights

For Your Notes

Description:

This kit of reference material for Leisure Education includes:
Leisure Education Curriculum - Volume I - K-6
Leisure Education Curriculum - Volume II - 7-12

Each volume contains information and rationale for including leisure education experiences in the classroom and ideas for activities in the classroom and the community.

The Leisure Education Curriculum Guidelines Booklet describes leisure education: past, present, and predictions of the future; ways to organize the curriculum and community involvement; strategies on how to teach leisure education; administrative and evaluative strategies; and an appendix that gives examples of leisure education as it relates to social studies, science, English, and mathematics.

A Leisure Education Curriculum Bibliography contains a related listing and annotation of articles, audio visual materials, books, and published papers.

Materials Needed:

Leisure Education Curriculum - Volume I (K-6)
Leisure Education Curriculum - Volume II (7-12)
Leisure Education Curriculum Guidelines Booklet
Leisure Education Bibliography Booklet

Financial Requirement:

Volume I (K-6)
Volume II (7-12)
Leisure Education Curriculum Guidelines Booklet
Leisure Education Bibliography Booklet

(Price as of April 24, 1978) Total: $75.00

Special Training:

None required. The developers suggest an inservice for orientation to the materials.

Evaluation Results:

No evaluation data were available.

Highlights	For Your Notes
Bias Rating: The curriculum guides were reviewed. They did not appear to be biased. However, a statement is made that for many handicapped, employment is unrealistic or impossible — a notion that requires sensitive, thoughtful treatment if included in instruction.	
Services Available: In early 1978, summer workshops were being planned with sessions at Michigan State University. Contact: Dr. James Bristor, (517) 355-5265.	
Contact for Materials and Consultation: Jenny Lewis Book Center National Recreation and Park Association 1601 North Tenth Street Arlington, Virginia	

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Got to Be Me

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Descriptors:

Communication Skills
Language Arts
Self-Concept

CEDISS Area:

Instruction

Target Audience

Elementary (Primary)

Highlights

For Your Notes

Effect on Students:

The purpose of these materials is to give students opportunities for speaking, listening, and writing about their feelings and emotions.

Description:

The materials are available in two forms: Cards or Workbooks.

The 48 laminated, color-cartoon-illustrated cards contain two unfinished sentences, one on each side.

The workbook pages, black and white, with cartoon illustrations contain two unfinished sentences to a page. Each page is lined for student writing.

The cards and the workbook are designed to be used together but they can be used separately.

Both the cards and the student workbook are available in English and Spanish.

Highlights	For Your Notes

Materials Needed:

48 cards (9 x 12) with a Teacer Guide
Workbook
"A Book to Grow" (student workbook)

Financial Requirement:

48 Cards (9" x 12") in English & Teacher Guide	$14.00
Workbooks (Packs of 10 only)	7.00

(Prices as of 4/21/78. Prices are the same for Spanish or English versions.)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The materials reviewed included a Teacher's Guide, "A Book to Grow With" (student workbook) and 48 illustrated cards. Overall, the materials did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Argus Communications
7440 Natchez Avenue
Niles, Illinois 60648

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Building Your Tomorrows

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Citizenship
Economic Education
Elementary Education
Individual Characteristics
Occupational Information
Self-Concept

CEDISS Area:

Instruction

Target Audience

K-1

Highlights

For Your Notes

Effect on Students:

This material is designed to help students:

1. Become aware of physical characteristics;
2. Assess individual differences;
3. Build self-confidence;
4. Become aware of economic concepts;
5. Become aware of some jobs related to services;
6. Become aware of citizen and worker responsibilities; and
7. Become aware of the process of decision-making and the importance of goals.

Description:

This set of materials represents a section of a Career Education curriculum model developed for the American Institute for Research in the Behavioral Sciences. The materials are designed to serve as a bank of instructional units that could be used to implement a comprehensive program K-12.

The program is structured into three curriculum strands: "Learning About Self," "Learning About the World of Work," and "Goal Formulation and Personal Planning."

Highlights

For Your Notes

The first strand, "Learning About Self," is concerned with developing an awareness of how individuals differ in their physical skills, academic skills, interests, attitudes, emotions, and values.

The second strand, "Learning About the World of Work," provides information about the characteristics of a range of occupations, interdependency of jobs, an understanding of how the needs of individuals, group, and society are met through work, and the relationship to the economic system (production, distribution, and consumption).

The third strand, "Goal Formulation and Personal Planning," ties strands one and two together to help students formulate individual plans.
Each strand is presented in a building-block manner as the student progresses from one grade level to another. The modules are targeted for a grade level but may be used at several grade levels. Each module is complete within itself and is made up of the following:

A TEACHER'S GUIDE that contains an overview of the student objectives, a step-by-step description of each student activity and instructions for using the activity sheets, the module test, and its key. Teacher supplementary material appears at the end of each guide.

STUDENT ACTIVITY MATERIAL:

Strand One, Module One. "My Looks and Feelings," has students examine personal characteristics, interests, and feelings and how they may differ from other people.

Strand One, Module Two. "Things Are Always Changing" activities focus on identifying ways students have changed and how external things have changed people's lives.

Strand One, Module Three. "Learning to Use Our Bodies," activities focus on physical skills and physical requirements of jobs.

Strand Two, Module One-Seven. Activities focus on the meaning of groups, responsibilities to a group, consumers and workers — people who need people, occupation descriptions and importance of the police officer and firefighter, workers in the school, and good health and safety practices.

Strand Three, Modules One-Three. Activities focus on working to help out at home, developing an understanding of how decisions are made and learning some influences and learning about the meaning of the words "plan" and "goal."

The activities involve the students in discussions, completing sentences, role-playing, interviewing, taking field trips, viewing films, filmstrips, interpreting, simulating tasks of jobs, and reading. The academic tie-in is mainly with language arts and social science.

Highlights | **For Your Notes**

AN INFORMATION BOOKLET contains a description of the curriculum and materials through charts, content analysis of the modules, price information, and ordering procedures.

Materials Needed:

This set of materials is organized into strands and modules and put up in packages of 10 copies each:

Strand I, Learning About Self, 4 teacher's guides and 4 student activity sheets.

Strand II, Learning About the World of Work, 7 teacher's guides and 7 students' activity sheets.

Strand III, Goal Formulation and Personal Planning, 6 teacher's guides and 6 students' activity sheets.

For titles of modules, see listings under "Financial Requirement."

Financial Requirement:

Strand I: Learning About Self	G*	A*	T*	Set*
1. Likes, Looks, and Feelings	$3.95	$1.10	$1.65	$11.35
2. Things Are Always Changing	$3.95	$1.10	$1.10	$ 9.81
3. Learning to Use Our Bodies	$3.95	$2.20	$1.10	$12.88
4. Success and Self-Confidence	$3.95	$ .55	$1.10	$ 8.28

Strand II: Learning About the World of Work	G*	A*	T*	Set*
1. Groups and Responsibilities	$3.95	$1.65	$2.20	$14.42
2. Barter or Money	$3.95	$1.10	$1.10	$ 9.81
3. Consumers & Workers-People Who Need People	$3.95	$2.20	$1.10	$12.89
4. The Police Officer	$3.95	$2.20	$2.20	$15.96
5. Learning About Firefighters & Fire Prevention	$3.95	$2.20	$1.10	$12.89
6. Safeguarding Your Health	$3.95	$2.20	$1.10	$12.89
7. Workers in Your School	$3.95	$ .55	$1.10	$ 8.28

Strand III: Goal Formulation and Personal Planning	G*	A*	T*	Set*
1. Thinking About Helping Out in the Home	$3.95	$1.65	$1.10	$11.35
2. Introduction to Decision-Making	$3.95	$1.65	$1.10	$11.35
3. Plans and Goals	$3.95	$1.10	$1.10	$ 9.81

*Key
G: Teacher's Guides (sold by single copy)
A: Student Activity Materials (sold in packages of 10)
T: Module Tests (sold in packages of 10)
Set: Classroom Sets (consists of one teacher's guide, 30 student activity materials, and 30 module tests)

Special Training:

None.

Highlights

For Your Notes

Evaluation Results:

The publisher claims extensive field tests were conducted. However, no evaluation data were provided which indicate any effect on students.

Bias Rating:

The reviewer found no significant bias in the student activity materials and teacher guides.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associate
P.O. Box 313
Troy, Michigan 48084
(313) 689-2990

Publisher:

American Learning System
P.O. Box 2173
Columbus, Georgia
(404) 327-2619

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Career Insights and Self-Awareness Games

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Daily Living Skills
Occupational Information
Self-Evaluation
Educational Games
Elementary Education
Secondary Education

CEDISS Area:

Instruction

Target Audience

4-8

Highlights

Effect on Students:

This set of games is designed to help students:

1. Become acquainted with interest areas and explore their own interests;
2. examine a number of life roles;
3. become aware of self-behaviors in particular life situations;
4. obtain an awareness of abilities that are necessary for everyday living; and
5. become acquainted with the "data, people, things" categorization of work.

For Your Notes

Highlights | **For Your Notes**

Description:

A package contains all the materials needed to play six games.

The playing surface for the series of games is a felt cloth which can be hung on a blackboard or bulletin board. The game pieces are printed on 27 flocked and die-cut sheets; the flocked side will adhere to the game cloth. The game pieces are color-coded and can be stored in plastic envelopes which are included. Some of the pieces are to be used for more than one game.

A Game Guide is included for each game. The guide contains a description of the game, the game parts necessary, and how to initiate the game play.

The Game Leader's Manual gives an overview of all the games, game materials, and the role of the game leader.

Duplicating Masters suggested for use as activity sheets after the games have been played.

Titles of the games, each with 10-15 half-hour game plays, are:

1. Interest Continuum
2. Life Goals
3. Life Situations
4. How I See My Abilities
5. Data-People-Things Puzzle
6. Interests Triangle

Materials Needed:

The Game Box includes:

1 Game Leader's Manual
6 Game Guides
6 Games
1 blue felt game cloth
Flocked stick-on cards, color-coded for each game
Plastic envelopes for storage of game parts
8 Game-labeled duplicating masters

Financial Requirement:

Career Insights and Self-Awareness Games (Complete Package)	$54.00
Replacement pieces available as follows:	
Game Leader's Manual and 6 Game Slides	12.00
Card Materials (game parts — set of 27)	21.00
Duplicating Masters (set of 8)	3.00/set

(Prices as of 1977-78.)

Highlights	For Your Notes
Special Training: None required.	
Evaluation Results: No evaluative data were available.	
Bias Rating: The materials reviewed included a Game Leader's Guide, Six Game Guides, and corresponding activity sheets. Overall, the materials did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Time-Share Company 630 Oakwood Avenue West Hartford, Connecticut 06110 (203) 522-0136	

ADDITIONAL REVIEWER COMMENTS

Highlights

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Guidance Monograph Series, Set X

Elementary School Guidance
Houghton Mifflin Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Self-Concept
Decision Making Skills
Elementary Education
Problem Solving
Counseling
Career Education

CEDISS Area:

Guidance

Target Audience

K-6

Highlights

For Your Notes

Effect on Students:

The product is intended to assist counselors in providing guidance services that will assist students K-6 in:

1. The development of one's maximum potential
2. acquiring decision-making and problem-solving skills;
3. gaining a better understanding of potential; and
4. the development of a positive self-concept.

Highlights

For Your Notes

Description:

A set of nine monographs in paperback book form are designed to assist counselors in the following topics:

1. Psychological Education in the Elementary School
2. Elementary School Career Education and System-wide Programs
3. Managing Elementary School Guidance Programs
4. Testing and Assessment in Elementary School Guidance Programs
5. Guidance and the Needs of the Special Child
6. Choice Awareness: An Innovative Guidance Process
7. Counseling Approaches with Elementary School Children
8. The Pupil Personnel Team in the Elementary School

The authors of the series stressed that teachers and counselors should be cautious when selecting student resource materials to assure the materials are free of racial, ethnic, and sex bias. The series also recognized the need for teachers and counselors to be careful not to impose their own values and biases on students of either sex. Attention is also given to the needs of disabled students.

Materials Needed:

Guidance Monograph Series, Set X
(9 books in set
Elementary School Guidance

Financial Requirement:

Guidance Monograph Series, Set X Elementary School Guidance	$18.50

(Prices as of Spring 1978)

Special Training:

None required.

Evaluation Results:

Evaluative information was not available.

Bias Rating:

The nine books in "Elementary School Guidance: Set X" were reviewed. The books did not appear to be biased.

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: Houghton Mifflin Company 1900 South Balavia Avenue Geneva, Illinois 60134	

ADDITIONAL REVIEWER COMMENTS

Highlights	**For Your Notes**

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Job Lab 1

Houghton Mifflin Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Elementary Education
Secondary Education

CEDISS Area:

Instruction

Target Audience

Grades 3-8

Highlights

For Your Notes

Effect on Students:

The product is intended to help students become aware of a variety of occupation titles and their descriptions; become aware of occupation clusters, and see the relationship between school work and the world of work.

Description:

A file box contains 148 cards that describe 250 different occupations and where to get more information. Each of 15 cluster booklets (one for each occupational cluster) has a brief introduction and history about the cluster, some job description related activities for exploration, a glossary, and a listing of where to get more information about some of the jobs in the cluster.

The Teacher's Guide has an activity section that contains suggested strategies and activities for the classroom that use the Job Lab occupation list in subject matter areas.

Materials Needed:

1 Job Lab Box containing the cards, cluster booklets, and teacher's guide.

Highlights | **For Your Notes**

Financial Requirement:

Job Lab Box	$84.00

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The Job Lab cards, teacher's guide, and cluster booklets were reviewed. The materials were not biased. Men and women from a variety of backgrounds are represented in a variety of occupational positions. Handicapped persons were illustrated working in jobs.

Services Available:

None identified.

Contact for Materials and Consultation:

Houghton Mifflin Company
1900 South Batavia Avenue
Geneva, Illinois 60134

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Career Orientation Series

Ohio Department of Education

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Secondary Education

CEDISS Area:

Instruction
Guidance

Target Audience

Grades 7-8

Highlights

For Your Notes

Effect on Students:

Eight booklets are designed to provide information about occupations and their related occupational clusters for students about to enter high school.

Description:

Each booklet focuses on a job cluster and has the following parts:

1. An introduction to the cluster;
2. kinds of jobs related to the cluster and a brief description of each job;
3. photographs and short stories about several people and their jobs;
4) ideas for activities for students;
5. some ways school subjects are related to the cluster;
6. resource listing of associations that may provide additional information; and
7. glossary of terms.

Topics are noted in the next section, "Materials Needed." Six more topics are scheduled for distribution in the fall of 1978.

Highlights

For Your Notes

Materials Needed:

The Business and Office Cluster
The Arts and Humanities Cluster
The Health Cluster
The Marine Science Cluster
The Homemaking and Consumer Cluster
The Hospitality and Recreation Cluster
The Market and Distribution Cluster
The Personal Service Cluster

Financial Requirement:

$ .30 per booklet

(Price as of 3-6-78)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The booklets appeared to be unbiased.

Services Available:

None identified.

Contact for Materials and Consultation:

Ohio Department of Education
Columbus, Ohio 43215

ADDITIONAL REVIEWER COMMENTS

Highlights

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Career Planning Program

Houghton Mifflin Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Guidance

Target Audience

Grades 8-12

Highlights

For Your Notes

ffect on Students:

The program is designed to assist students in their assessment of their interests and abilities and to help them to identify and explore career options.

Highlights

For Your Notes

Descciption:

The program is made up of two major parts:

Booklet 1, "Exploring: You and Your Career," is a student workbook with activities that involve learning about self as well as exploring the world of work. It can be used as a nine-unit "mini-course" in career planning.

Booklet 2, "Ability Measures," is for use in a controlled testing situation. It helps students determine aptitudes in six kinds of skills: Mechanical reasoning, numerical skills, space relations, reading skills, language usage, and clerical skills.

Also included are:

A "User's Handbook, Guide and Summary of Research" describing the administrative options and a mini-course plan;

A "Supervisor's Manual of Instructions" intended to assist in the use of administration purposes of Booklets 1 and 2 and containing suggested schedules and time requirements;

A "Student Report" designed as a record-keeping folder related to abilities, interests, and experiences; and

An "Answer Folder" for students to record their responses to the three components: abilities, interests, and experiences.

Materials Needed:

1	Booklet 1
1	Booklet 2
1	Handbook - User's Guide and Summary of Research
1	Supervisor's Manual of Instruction
1	Student Report
1	Answer Folder

Financial Requirement:

Examination Kit	$ 5.52
Booklet 1: Exploring (pkg. 35)	$21.75
Booklet 2: Ability Measures (pkg. 35)	21.45
Answer Folder (pkg. 35) (The scoring service price of $.99 per student with a minimum charge of $49.50 per shipment)	7.35
Handbook	3.00
Supervisor's Manual of Instruction	.60

(Prices as of 1978)

Highlights	For Your Notes
Special Training: None identified.	
Evaluation Results: The development process for this product was extensive. Analysis of data indicates that the product is highly reliable and valid. From a technical standpoint, this product is totally acceptable.	
Bias Rating: The examination kit did not appear to be biased.	
Services Available: Machine scoring provides a student report that relates scores to job clusters and job families.	
Contact for Materials and Consultation: Houghton Mifflin Company 1900 S. Batavia Avenue Geneva, Illinois 60134	

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Project Discovery

Kansas State Department of Educatior

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Descriptors:

Decision Making Skills
Occupational Information
Recreational Activities
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 6-9

Highlights

Effect on Students:

The activities were developed to help the student:

1. Recognize his/her uniqueness;
2. Explore occupational possibilities related to interests;
3. Begin learning the skills involved in the decision-making process;
4. Explore occupations and their clusters through hands-on, simulation, and observation experiences; and
5. Explore the relationship between leisure time and individual needs.

For Your Notes

Highlights	For Your Notes

Description:

The product includes a "Leader's Guide" and 16mm film.

The Guide is a resource book of ideas for activities for teachers that is divided into three sections. Section I contains activities for exploring values, strengths, choices, and the influence of others on self. Section II contains activities for experiencing the career clusters. Section III contains ideas for games, simulations, and projects related to occupations.

The film, entitled "I'd Rather Be," is designed for student orientation.

Materials Needed:

	The Leader's Guide
1	16mm film - "I'd Rather Be"

Financial Requirement:

Leader's Guide and 16mm film	$160.00

(Price as of August 1, 1978)

Special Training:

None required.

Evaluation Results:

The evaluation was based upon perceived value of the program (i.e., teachers' perceptions of the effectiveness of materials, students liking or disliking the materials). There was no hard data to suggest the program is capable, or is not capable, of achieving the stated objectives.

Bias Rating:

The Guide did not appear to be biased.

Services Available:

None identified.

Highlights	For Your Notes
Contact for Materials and Consultation:	

Explore Leader's Guide
Kansas State Department of Education
Central Kansas Career Development Program
Box 545
218 East Seventh Street
Newton, Kansas 67114

or

Allison Associates
Box 313
Troy, Michigan 48099
(313) 689-2990

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Career Emphasis Series

Olympus Publishing Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Self-Evaluation
Career Planning
Daily Living Skills
Secondary Education
Postsecondary Education

CEDISS Area:

Instruction
Guidance

Target Audience

12-Adult

Highlights

Effect on Students:

The materials are designed to help students:

1. Identify interests, skills, values, and life style preferences;
2. identify what work means and what satisfaction can be gained from it;
3. gain information about the variety of educational and training programs; and
4. acquire job-seeking skills.

For Your Notes

CEDISS Product Fact Sheet 123

Highlights | **For Your Notes**

Description:

These student workbooks are designed so that all or part of them can be used and in any order. The books are self-instructional with a format that requires filling in blanks, completing sentences, listing, and reading for information. They deal with four major emphases:

1. ON SELF — contains self-assessment exercise that involves identifying personal achievement, recording, identifying interests and skills, grouping skills, and examining values;
2. ON WORK — has three units that focus on the meaning of work, information about work and how to find it, and job clusters and their impact on broadening job options;
3. ON PREPARATION — centers around providing assistance in organizing relevant information and making decisions about a preparation program; and
4. ON CHANGE I — contains information about job change. It looks at strategies for changing from one job to another and changing responsibilities and duties in a present job to get the most job satisfaction.

Materials Needed:

A set of four paperback books:

Emphasis: Self
Emphasis: Work
Emphasis: Preparation
Emphasis: Change I

Financial Requirement:

Emphasis: Self	$2.95
Emphasis: Work	2.95
Emphasis: Preparation	2.95
Emphasis: Change I	2.95

(Prices as of Spring 1978)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Highlights	For Your Notes
Bias Rating: The materials reviewed included four Career Emphasis Series Books. They did not seem to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Olympus Publishing Company 1670 East Thirteenth, South Salt Lake City, Utah 84105	

ADDITIONAL REVIEWER COMMENTS

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Career Development Centered Curriculum

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Self-Evaluation
Career Education
Elementary Education

CEDISS Area:

Instruction

Target Audience

K-6

Highlights

Effect on Students:

The intent of the program is to help students:

1. Become aware of and understand a variety of life-roles people play in our society;
2. understand themselves, their values, interests, and feelings; and
3. set personal goals, identify alternatives, and take steps to implement a course of action.

For Your Notes

Highlights	For Your Notes

Description:

The series is made up of twenty-seven units, each in booklet form. Grade levels K-5 have four units each. Grade level 6 contains three units. The suggested time for implementation is nine weeks per unit.

Each unit is made up of four sections. One section identifies the unit goal, performance objectives, and an evaluation for measuring the accomplishment of the objectives. One section describes the activities for the unit. The third section contains suggested resources and materials. The fourth section contains activity sheets that can be duplicated.

The project has been validated by the Michigan Department of Education. In 1978, it also was approved by the Joint Dissemination Review Panel (JDRP) of the U.S. Office of Education.

Materials Needed:

Complete set (27 units) K-6
  K-5 Sets - 4 units per set
  Grade 6 Set - 3 units per set

Financial Requirement:

Complete Set (27 units)	$50.00

$2.00 per unit

(Prices as of 1978.)

Special Training:

None required.

Evaluation Results:

This product has been validated by the Michigan Department of Education and by the JDRP. The evaluation involved an objective referenced design. These objectives are clustered in Career Development themes and elements. Students have demonstrated an increase in skills.

Bias Rating:

Twenty-seven Career Development Curriculum units for Grades K-6 were reviewed. No biases were found in the materials.

Highlights	For Your Notes
Services Available: None identified.	
Contact for Materials and Consultation: Lee Downey, Project Director Coloma Community Schools P.O. Box 218 Coloma, Michigan 49038 (616) 468-6785, ext. 46	

ADDITIONAL REVIEWER COMMENTS

Highlights

For Your Notes

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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Career Education Program

Time Share Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Self-Evaluation
Career Choice
Secondary Education
Elementary Education

CEDISS Area:

Instruction

Target Audience

K-12

Highlights

For Your Notes

Effect on Students:

The product is intended to enable students:

- To investigate their personal characteristics and how they affect job choices; and
- to expand their knowledge of jobs and to understand some of the factors to consider when making an occupational choice.

Highlights

For Your Notes

Description:

The materials are divided into three loose-leaf notebooks intended as guides for three levels. Volume 1 is written for the K through 6 levels. Volume 2 is written for grade levels 7-9. Volume 3 is written for grade levels 10, 11, and 12.

The K-6 notebook contains unit levels that are identified by grade levels. The units focus on developing an awareness of the variety of occupations.

The 7-9 notebook units focus on examining personal strengths and weaknesses, needs and interests, and job classifications and their characteristics.

The 10-12 notebook contains units to help students examine jobs and to have an orientation to services of the guidance program.

All three notebooks have lesson plans, duplicating masters, transparencies, ideas for activities, and suggestions for follow-up lessons.

Materials Needed:

Volume I, Kindergarten-Grade 6
Volume II, Grades 7-9
Volume III, Grades 10-12

Financial Requirement:

Volume I - Kindergarten-Grade 6	$21.00
Volume II - Grades 7-9	21.00
Volume III - Grades 10-12	21.00

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The materials reviewed included Volume I, Volume II, and Volume III. Overall, the materials were slightly biased with respect to sex. Only "he" was used throughout and women appeared to be under-represented.

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: Time-Share Company 630 Oakwood Avenue West Hartford, Connecticut 06110 (203) 552-0136	

ADDITIONAL REVIEWER COMMENTS

100

Highlights

For Your Notes

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Career Opportunities Box - Social Studies

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Career Education
Social Studies
Secondary Education

CEDISS Area:

Instruction
Guidance

Target Audience:

Secondary

Highlights

Effect on Students:

The student will be able to gain information about jobs that are related to the social studies discipline.

Description:

A file box of 100 to 125 job information cards.

Along with the job title, a description of duties and responsibilities, working conditions, educational and personal qualifications, these job cards have a section labeled, "Relation to Discipline," with a paragraph that describes how the occupation might require knowledge or skills acquired from a course of study related to social studies.

A User's Guide accompanies the Career Opportunities Box. The guide introduces the job box and contains some ideas for activities.

Also included is a card that explaines the DOT (Dictionary of Occupational Titles) Classification System and its usefulness to the job cards in the box.

For Your Notes

Highlights	For Your Notes
Materials Needed: Career Opportunities Box Subject: Social Studies Object: Career Opportunities	
Financial Requirement: Career Opportunities Box Subject: Social Studies Object: Career Opportunities $48.00 (Price as of Spring 1978)	
Special Training: None required.	
Evaluation Results: No evaluative data were available.	
Bias Rating: The materials reviewed included a User's Guide, a DOT Classification Card, and a series of Job Description cards. The materials did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Time-Share Company 630 Oakwood Avenue West Hartford, Connecticut 06110 (203) 522-0136	

ADDITIONAL REVIEWER COMMENTS

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Career Opportunities Box - English

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Descriptors:

Career Education
Occupational Information
Secondary Education
English

CEDISS Area:

Instruction
Guidance

Target Audience:

Secondary

Highlights

For Your Notes

Effect on Students:

The student will be able to gain information about jobs that are related to one or more of the English fields.

Description:

A file box of 100 to 125 job information cards.

Along with the job title, a description of duties and responsibilities, working conditions, educational and personal qualifications, these job cards have a section labeled, "Relation to Discipline," with a paragraph that describes how the occupation might require knowledge or skills acquired from a course of study related to English.

A User's Guide accompanies the Career Opportunities Box. The guide introduces the job box and contains some ideas for activities.

Also included in the box is a card that contains an explanation of the DOT (Dictionary of Occupational Titles) Classification system and its usefulness to the job cards in the box.

Highlights | **For Your Notes**

Materials Needed:

Career Opportunities Box
Subject: English
Object: Career Opportunities

Financial Requirement:

Career Opportunities Box	
Subject: English	
Object: Career Opportunities	$48.00

(Price as of Spring 1978)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The materials reviewed included a User's Guide, a DOT Classification Card, and a series of Job Description cards. The materials did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Time-Share Company
630 Oakwood Avenue
West Hartford, Connecticut 06110
(203) 522-0136

or

Time-Share Company
Regional Center
707-A Davis Road
Elgin, Illinois 60120

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Placement Services

Prakken Publications, Inc.

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Descriptors:

Job Application
Job Search Methods
Secondary Education

CEDISS Area:

Placement

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is intended to:

1. Assist students in job-seeking skills; and
2. Assist students desiring employment in obtaining jobs.

Description:

A training manual provides information on how to set up a job placement program. At the end of each chapter, there are references, suggested readings, and various models of placement programs. The manual is in three sections that are titles:

Section A — "Doing Something About Job Placement;"
Section B — "Laying the Groundwork;" and
Section C — "How to Do the Job."

Materials Needed:

Placement Services — A Training Manual

Highlights	For Your Notes

Financial Requirement:

Placement Services — A Training Manual $8.45
(plus postage and handling)

(Price as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The product did not exhibit any bias.

Services Available:

None identified.

Contact for Materials and Consultation:

Prakken Publications, Inc.
416 Longshore Drive
Ann Arbor, MI 48107

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Career Achievement Skills Training Program

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Elementary Education
Occupational Information
Secondary Education
Values

CEDISS Area:

Instruction

Target Audience

Lower Elementary
Upper Elementary
Junior High

Highlights

For Your Notes

Effect on Students:

The product is intended to help students:

1. Learn to explore their personal values, information about occupations, and how the two may be related;
2. Learn how to evaluate career alternatives systematically and how to make a decision about a career goal; and
3. Learn to plan to reach their career goals.

Description:

Junior high, lower elementary, and upper elementary lesson plan manuals are combined in a looseleaf binder. Each volume contains lesson goals and objectives, methods for implementation, material suggestions for each lesson, and a resource listing.

A teacher's section appears in the appendix in each manual. They contain goals and objectives, descriptions of student activities, classroom management ideas, record-keeping forms, and recommendations for follow-up and material resources.

"Phase III — Final Report" contains a program description and a description of major findings about the project.

Highlights | **For Your Notes**

Materials Needed:

One looseleaf binder:
  Junior High - Lesson Plan Manual I
  Lower Elementary - Lesson Plan Manual II
  Upper Elementary - Lesson Plan Manual III
Staff Inservice Training Program Manual
Phase III - Final Report

Financial Requirement:

The materials are available in microfiche or hard copy form from ERIC. (Most librarians can tell you how to order.)

	ERIC Number	Microfiche	Hard Copy
Junior High Manual	ED103 797	$ .83	$10.03
Upper Elementary Manual	ED103 798	$ .83	$ 4.67
Lower Elementary Manual	ED103 799	$ .83	$ 3.50
Staff Inservice Training	ED103 801	$ .83	$10.03
Final Report	ED103 800	$1.00	$26.11

(Prices as of December 1978)

Special Training:

Inservice is recommended.

Evaluation Results:

Evaluation findings indicate students do gain in their levels of aspiration and in their career achievement skills after being in the program. As no control group was included for the elementary guide, there was no way to determine how much of the student change was due to maturation or any other non-program factor.

Bias Rating:

Overall, the materials reviewed were not biased. The only possible bias found related to lists of various occupations. This was due to the usage of such terms as "dairy man," "maintenance man," "newspaper boy," "copy boy," etc.

Services Available:

None identified.

Highlights	**For Your Notes**
Contact for Materials and Consultation: Dorothy Yancey Career Education Supervisor Pontiac Public Schools Purdue Center 25 South Sanford Pontiac, Michigan 48048 (313) 857-8282	

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Career Directions

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Descriptors:

Secondary Education
Career Planning
Career Choices
Occupational Guidance
Occupational Information

CEDISS Area:

Instruction

Target Audience

Grades 9-12

Highlights

Effect on Students:

The six units are intended to help the student to:

1. Accept responsibility for deciding on a career and seeking assistance in choices;
2. Choose their careers according to their interests, aptitudes, values, and abilities;
3. Locate job openings;
4. Determine career goals and outline ways to achieve these goals;
5. Recognize their rights and obligations and the effect of the economic and legal factors; and
6. Understand the functions of trade unions and their effects on the worker.

Description:

The program has six units which are labeled:

Unit 1 — Deciding on Your Career
Unit 2 — Choosing the Kind of Job You Want
Unit 3 — Entering the Job Market
Unit 4 — Staying with It and Getting Ahead
Unit 5 — Workers and Management
Unit 6 — Unions and You

For Your Notes

Highlights

For Your Notes

The units are designed to be used in sequence or individually. The Teacher's Guide describes ideas for activities for using the filmstrips, spirit masters, and transparencies.

The Student booklet is meant for follow-up and discussion purposes.

Materials Needed:

Six units containing two sound filmstrips, 30 student booklets, two transparencies, two spirit masters, and a teacher's guide for each unit.

Financial Requirement:

Six kits $89.50 each	$537

(Price as of 3/6/68)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

Six units were reviewed. None of the units appeared to be biased toward any group on the basis of sex, race, or ethnic background.

Services Available:

None identified.

Contact for Materials and Consultation:

Caswell & Caswell
3751 Newgate Road
Troy, Michigan 48084
(313) 644-8115

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Exploring Careers in Industry

McKnight Publishing

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Descriptors:

Occupational Information
Industry
Job Skills
Secondary Education

CEDISS Area:

Instruction

Target Audience

Grades 7-9

Highlights

For Your Notes

Effect on Students:

Through lessons and projects, the students will have an introduction to types of industry and occupations related to the industries.

Description:

A student textbook contains units about the following industries: Graphic arts; materials and processes of production in wood and metals, molding, leather and leatherworking; production, transmission, and application of gas and electrical power; and mass production processes.

Each unit has a description of the various kinds of work that are done within the industry, job opportunities, and job skills. Study questions and related student activies are a part of each unit.

Materials Needed:

Student Text (Exploring Careers in Industry)

CEDISS Product Fact Sheet 131

Highlights		For Your Notes
Financial Requirement:		
Exploring Careers in Industry	$8.49	
Special Training: None required.		
Evaluation Results: No evaluative data were available.		
Bias Rating: The student text did not appear to be biased.		
Services Available: None identified.		
Contact for Materials and Consultation: McKnight Publishing Company Bloomington, Illinois		

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The World of Communications

McKnight Publishing Company

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Descriptors:

Mass Media
Occupational Information
Secondary Education
Television
Radio
Films
Theatre Arts

CEDISS Area:

Instruction

Target Audience

Grades 10-12

Highlights

Effect on Students:

The product is designed to assist students:

- To become aware of the procedures, equipment, and materials used in producing radio, television, motion pictures, and theatre media; and
- To have an awareness of occupations in audiovisual media communications.

Description:

The student textbook of photographs, charts, sketches, vocabulary lists, and readings is intended for reference purposes. Readability measures were:

Flesch (Reading Ease)	8.6
Dall-Chall	11.5
Danielson-Bryan	7.4
Farr-Jenkins-Paterson	9.1

The Teacher's Guide contains a daily instructional schedule and course management outline. It has presentations, demonstration suggestions, ideas for activities, and enrichment ideas for homework or research assignments.

For Your Notes

Highlights	For Your Notes
Materials Needed: 1 Textbook 1 Teacher's Guide	
Financial Requirement: Student Textbook $ 7.98 Teacher's Guide 18.00	
Special Training: None required.	
Evaluation Results: No evaluative data were available.	
Bias Rating: The student textbook and teacher's guide were reviewed. They did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: McKnight Publishing Company Dept. 77 Box 2854 Bloomington, Illinois 61701	

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Economic & Career Awareness: Level A

Center for Vocational Education
Ohio State University

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Descriptors:

Career Education
Economic Education
Elementary Education
Consumer Education
Decision Making Skills

CEDISS Area:

Instruction

Target Audience

Grades 1-4

Highlights

For Your Notes

Effect on Students:

The activities in this guide are designed to help students:

1. develop an awareness of economic needs and wants that exist among families and explore the concepts of earning, spending, and saving; and
2. develop decision-making and planning skills for earning, spending, and saving money.

Description:

This teacher's guide has five learning experience sets which are titled:

The Family as an Economic Unit
Using Money to Buy Things
Earning, Spending, and Saving
We Plan Our Buying
We Can Buy Things Because People Work

Each set contains an overview of the activity set, a resource list, the teacher's preparation tasks, the learning activities, and suggestions for ideas for evaluation.

Highlights

For Your Notes

Materials Needed:

1 Teacher's Guide: "Economic and Career Awareness - Level A"

Financial Requirement:

Teacher's Guide: "Economic & Career Awareness - Level A"	$6.50

(Price as of May 3, 1977.)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Economic and Career Awareness: Level B

Center for Vocational Education
Ohio State University

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Descriptors:

Career Education
Job Skills
Economic Education
Consumer Education
Occupational Information
Elementary Education

CEDISS Area:

Instruction

Target Audience

Grades 1-4

Highlights

For Your Notes

Effect on Students:

To assist students in:

1. acquiring skill in coin identification, change making, and price identification;
2. exploring ways students their ages can earn and spend money;
3. becoming aware of the careers in banking and the skills needed in those careers; and
4. developing an awareness of the variety of family expenses for individual family members and the whole family.

Description:

The activities in this guide contain five learning experience sets. Each set includes a student objective, a resource list, a description of each learning activity, and ideas for evaluation of the activities.

Student worksheets that can be duplicated are also included.

Highlights | **For Your Notes**

Materials Needed:

1 Teacher's Guide: "Economic & Career Awareness - Level B"

Financial Requirement:

Teacher's Guide: "Economic & Career Awareness - Level B"	$4.50

(Price as of May 3, 1977)

Special Training:

None identified.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

ADDITIONAL REVIEWER COMMENTS

Highlights

For Your Notes

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Economic & Career Awareness: Level C

Center for Vocational Education
Ohio State University

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Descriptors:

Career Education
Economic Education
Consumer Education
Occupational Information
Elementary Education

CEDISS Area:

Instruction

Target Audience

Grades 1-4

Highlights

Effect on Students:

Students will:

1. have an awareness of their role as a consumer and as a producer;
2. explore the services available at banks through simulated bank transactions;
3. recognize the available money substitutes and how they are used; and
4. become acquainted with occupations related to banking.

Description:

This teacher's guide includes seven learning experience sets. Each set contains a student objective, an overview, a list of resources (some include student worksheets that can be duplicated), a variety of ideas and suggestions for learning experiences, and ideas for evaluation.

For Your Notes

Highlights

For Your Notes

Materials Needed:

1 Teacher's Guide: "Economic & Career Awareness - Level C"

Financial Requirement:

Teacher's Guide: "Economic & Career Awareness - Level C"	$5.00

(Price as of May 3, 1977.)

Special Training:

None identified.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

ADDITIONAL REVIEWER COMMENTS

Highlights

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Creating Greeting Cards: A Business Brings Pleasure

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Simulation
Business
Language Arts

CEDISS Area:

Instruction

Target Audience

Grades 2-4

Highlights

Effect on Students:

The product is intended to assist students, as part of their work in arts, language arts, math, or social studies, in:

1. Exploring the greeting card industry;
2. Understanding sequence as a part of production;
3. Developing an awareness and need for safety by using tools and materials in greeting card production;
4. Simulating an actual greeting card company to practice safety measures, physical skills, and develop a sense of teamwork; and
5. Expressing themselves creatively in their simulated job in the greeting card business.

Description:

This guide contains five learning experience sets with time limits which the teacher can plan and set.

Each lesson set includes a student objective, an overview of the activities, a resource list, hints for special preparation, ideas for activities (including "hands-on" projects), and an evaluation strategy.

For Your Notes

Highlights

For Your Notes

Materials Needed:

1 Teacher's Guide: "Creating Greeting Cards: A Business Brings Pleasure"

Financial Requirement:

1 Teacher's Guide: "Creating Greeting Cards: A Business Brings Pleasure"	$5.00

(Price as of May 3, 1977.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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The Service Station

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Simulation
Business
Daily Living Skills

CEDISS Area:

Instruction

Target Audience

Grade 2

Highlights

For Your Notes

Effect on Students:

The lesson sets are designed to assist students, as part of their work in social studies, art, or language, in:

1. Becoming aware of the goods and services available at the service stations in their community;
2. Understanding the various ways to "pay" for the goods and services at the service station; and
3. Exploring the tools and equipment used by service station employees.

Description:

This teacher's guide includes six learning experience sets. Each lesson set contains a student objective, an overview of the lesson, a list of resources (some of which can be duplicated), special considerations to plan for, ideas for the learning activities, and suggestions for evaluating the effectiveness of the experiences.

The teacher sets the time limits.

Highlights

For Your Notes

Materials Needed:

1 Teacher's Guide: "The Service Station"

Financial Requirement:

1 Teacher's Guide: "The Service Station"	$4.50

(Price as of May 3, 1977.)

Special Training:

None identified.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None

Contact for Materials and Consultation:

Product Utilization Section

Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Careers in Technology

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Simulation
Technology

CEDISS Area:

Instruction

Target Audience

Elementary (Primary)

Highlights

Effect on Students:

To help students, as part of their work in social studies or math, to:

1. Understand the meaning of technology;
2. Identify various tools and machines, and the occupations in their community in which people use them;
3. Realize that measurement skills and special measuring tools are used in technological jobs; and
4. Understand how many school subjects are used in technological jobs.

Description:

This guide contains ten learning experience sets for which the teacher sets the time limits.

Each set includes a student objective, an overview of the lesson, a description for each activity, a list of resources, worksheets that can be duplicated, and ways to evaluate the effectiveness of the experiences.

For Your Notes

CEDISS Product Fact Sheet 138

Highlights | **For Your Notes**

Materials Needed:

1 Teacher's Guide: "Careers in Technology"

Financial Requirement:

1 Teacher's Guide: "Careers in Technology"	$6.00

(Price as of May 3, 1977.)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Learning About Business

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Business
Community Resources
Elementary Education
Job Skills
Occupational Information

CEDISS Area:

Instruction

Target Audience

Grades 1-4
Social Studies

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Recognizing the community businesses that can provide the goods and services needed by their families;
2. Becoming aware of the components of a business (expenses, customers, location, advertising);
3. Identifying a variety of jobs in business, and the duties, skills, and interests needed in those jobs; and
4. Understanding how things they learn in school can help them prepare for careers.

Description:

This product consists of a teacher's guide containing six learning experience sets. Each set includes a student objective, an overview of how the lessons can be used, a resource list, ideas for activities, and suggestions for measuring learning.

It includes worksheets that may be duplicated.

Materials Needed:

1 Teacher's Guide: "Learning About Business"

Highlights

For Your Notes

Financial Requirement:

1 Teacher's Guide: "Learning About Business" $7.00

(Price as of May 3, 1977.)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Understanding Self

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Self-Concept
Values
Occupational Guidance
Daily Living Skills

CEDISS Area:

Guidance and Counseling

Target Audience

Grades 8, 9, 10

Highlights

Effect on Students:

The learning sets are designed to help students, in group guidance or in part of their work in social studies, communications or, home economics, to:

1. Identify factors that influence their feelings;
2. Become aware of their unique personalities and characteristics;
3. Realize that their self-image may be different from the way others view them;
4. Explore occupations that are complementary to their unique characteristics;
5. Recognize different value systems and sort out their values in order to resolve conflict situations;
6. Set realistic personal goals based on an evaluation of their unique characteristics; and
7. Examine the role of leisure activities in their life's fulfillment and goals.

For Your Notes

Highlights	For Your Notes

Description:

The teacher's guide contains ten learning experience sets for which the teacher sets the time limits.

Each set contains a student objective, a list of resources and worksheets that can be duplicated, and suggestions for assessing learning. There also are transparency masters included in several sets.

Materials Needed:

1 Teacher's Guide: "Understanding Self"

Financial Requirement:

1 Teacher's Guide: "Understanding Self"	$5.50

(Price as of May 5, 1977.)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

The guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

ADDITIONAL REVIEWER COMMENTS

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People Who Work with Animals

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Animal Science

CEDISS Area:

Instruction

Target Audience

Grades 1-3

Highlights

For Your Notes

Effect on Students:

These learning experience sets were designed to help students, as part of their work in social studies, language arts, or arithmetic, to:

1. Identify animals they are familiar with and increase their awareness of other animals;
2. Increase their awareness of the many careers that involve working with animals; and
3. Investigate the job duties and responsibilities of people who work with animals.

Description:

This teacher's guide consists of five learning experience sets. Each lesson set includes a student objective, a lesson overview, a list of resources, descriptions, and ideas for activities, and suggestions for evaluating the student's learning. There are student worksheets which can be duplicated.

Materials Needed:

1 Teacher's Guide: "People Who Work with Animals"

CEDISS Product Fact Sheet 141

Highlights		For Your Notes
Financial Requirement:		
1 Teacher's Guide: "People Who Work with Animals"	$4.00	
(Price as of May 3, 1977.)		
Special Training:		
None		
Evaluation Results:		
No evaluative data were available.		
Bias Rating:		
This guide did not appear to be biased.		
Services Available:		
None identified.		
Contact for Materials and Consultation:		
Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210		

ADDITIONAL REVIEWER COMMENTS

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Making Toys Through Teamwork

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Woodworking
Toys

CEDISS Area:

Instruction

Target Audience

Grades 4-6

Highlights

Effect on Students:

The product is intended to assist students, as part of their work in art, social studies, language arts, or mathematics, to:

1. Learn the safe use of tools, equipment, and materials related to wood construction;
2. Create a work plan and individually construct a wood project;
3. Develop social skills and work-related production skills by simulating a toy factory;
4. Realize how academic skills are necessary in the business and production fields; and
5. Understand the process of mass production.

Description:

The teacher's guide includes eight learning experience sets. Each lesson set contains a student objective, a description of one or more activities, a list of major and supplemental resources, ideas for involving students in experiences, and suggestions for student assessment.

There are student worksheets which can be duplicated.

For Your Notes

CEDISS Product Fact Sheet 142

Highlights | **For Your Notes**

Materials Needed:

1 Teacher's Guide: "Making Toys Through Teamwork"

Financial Requirement:

1Teacher's Guide: "Making Toys Through Teamwork" $8.00

(Price as of May 3, 1977.)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

ADDITIONAL REVIEWER COMMENTS

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The Supermarket

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Occupational Information
Consumer Education
Food Stores

CEDISS Area:

Instruction

Target Audience

Grades 2, 3, 4

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students, as part of their work in social studies or math, to:

1. Understand the role of the supermarket by identifying the goods and services it provides and the jobs of the people who work there;
2. Identify the products and departments within a supermarket;
3. Explore the tasks and working conditions of supermarket employees;
4. Identify the tools, equipment, and materials used by supermarket workers;
5. Explore the origin, preparation, processing, and distribution of supermarket products; and
6. Apply the skills learned in school in simulated experiences as shoppers or supermarket workers.

Description:

This teacher's guide contains six learning experience sets. Each set includes a student objective, an overview of how the activities can be presented, a list of resources and resource pages that can be duplicated, ideas and suggestions for involving students in activities, and an evaluation summary to cap the lesson.

CEDISS Product Fact Sheet 143

Highlights | **For Your Notes**

Materials Needed:

1 Teacher's Guide: "The Supermarket"

Financial Requirement:

1 Teacher's Guide: "The Supermarket"	$4.50

(Price as of May 3, 1978.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Project Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Physical Education for Tomorrow

Center for Vocational Education
Ohio State University

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Descriptors:

Pre-school Education
Elementary Education
Physical Education

CEDISS Area:

Instruction

Target Audience

Pre-school, Primary, Kindergarten, Grades 1, 2

Highlights

Effect on Students:

The product is intended to assist students to develop greater self-awareness skills by performing basic motor skills, exercise, and creative motor expression. Specific topics covered include:

Directional movement
Axial movement
Crawling and rolling
Walking and running
Movement combination
Balance
Sliding and leaping
Hopping and jumping
Galloping and skipping
Halls and bean bags
Creative movement
Rhythm

Description:

This teacher's guide contains 16 learning experience sets. Each lesson set includes a student objective, a lesson overview, a list of major and supplemental resources, ideas for implementing the learning experiences, and a summary to evaluate the lesson's effectiveness.

Materials Needed:

1 Teacher's Guide: "Physical Education for Tommorrow"

For Your Notes

Highlights	For Your Notes
Financial Requirement: 1 Teacher's Guide: "Physical Education for Tomorrow" $8.00 (Price as of May 3, 1977.)	
Special Training: None	
Evaluation Results: No evaluative data were available.	
Bias Rating: This guide did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210	

ADDITIONAL REVIEWER COMMENTS

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CEDISS Product Fact Sheet 145

CAREER EDUCATION PRODUCT FILE

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Career Exploration in the Earth Sciences

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Occupational Information
Earth Science

CEDISS Area:

Instruction

Target Audience

Grade 8

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students to:

1. Identify the earth sciences of geology, meteorology, and oceanography and exploring the wide range of occupations and workers related to them;
2. Simulate the work of the earth scientists to gain knowledge of the specific subject area and to understand how persons in related occupations interact and cooperate in work situations.
3. Explore the fields of geology, meteorology, and oceanography and their workers by experimenting with some tools and instruments to see how and why the work is done; and
4. Understand the concepts of hypothesis and theory and how earth scientists cooperate in forming them.

Description:

Seven learning experience sets are included in the teacher's guide. Each lesson set contains a student objective, an overview of how the experiences can be presented, a resource listing with some pages that can be duplicated, suggestions and ideas for implementing the activities, and a summary to evaluate the lesson's effectiveness.

Highlights	For Your Notes
Materials Needed: 1 Teacher's Guide: "Career Exploration in the Earth Sciences"	
Financial Requirement: 1 Teacher's Guide: "Career Exploration in the Earth Sciences" $8.00 (Price as of May 3, 1977.)	
Special Training: None	
Evaluation Results: No evaluative data were available.	
Bias Rating: This guide did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210	

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Working with Trees

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Occupational Information
Forestry

CEDISS Area:

Instruction

Target Audience

Grades 3, 4

Highlights

For Your Notes

Effect on Students:

The product is intended to help students, as part of their work in social studies, science, art, math, or language arts, to:

1. Know about the trees in their community;
2. Identify products that trees provide; and
3. Explore the occupations related to the care of trees and tree products.

Description:

A teacher's guide contains five learning experience sets. Each lesson set includes a student objective, a lesson overview, a list of resources, some of which can be duplicated for student worksheets, a description of activities and ideas for implementing them, and an evaluation-strategy.

Materials Needed:

1 Teacher's Guide: "Working with Trees"

Highlights

For Your Notes

Financial Requirement:

1 Teacher's Guide: Working with Trees"	$6.00

(Price as of May 3, 1977.)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Career Exploration in the Physical Sciences

Center for Vocational Education
Ohio State University

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Descriptors:

Secondary Education
Occupational Information
Physical Sciences

CEDISS Area:

Instruction

Target Audience

Grade 9

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students, as part of their study of the physical sciences, to:

1. Recognize that chemistry, physics, geology, and metallurgy are all part of the study of the physical sciences.
2. Explore the occupations that are related to the areas of physical science.
3. Identify the measurement tools used by physical scientists and learn how to select the appropriate tool for a given task.
4. Examine the basic principles of physics, chemistry, geology, and metallurgy through experiments to understand how those principles are applied in the jobs of physical scientists.
5. Develop an awareness of the interaction of physical scientists and other workers in related occupations.

Description:

This guide includes seven learning experience sets. Each lesson set contains a student objective, a description of one or more activities, a listing of major and supplemental resources, a discussion of special advance preparation, suggestions for a variety of learning activities, and a summary to measure student learning.

Highlights	For Your Notes
Materials Needed: 1 Teacher's Guide: "Career Exploration in the Physical Sciences"	
Financial Requirement: 1 Teachers: Guide: "Career Exploration in the Physical Sciences" $8.00 (Price as of May 3, 1977.)	
Special Training: None.	
Evaluation Results: No evaluative data were available.	
Bias Rating: This guide did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210	

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Self-Apprlasal for Decision-Making and Career Planning

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Self-Evaluation
Values
Career Choice
Job Application
Decision-Making Skills
Occupational Information

CEDISS Area:

Instruction
Guidance and Counseling

Target Audience:

Grades 9-12

Highlights

Effect on Students:

The product is intended to assist students, as part of their work in English, language arts, communication, social studies, or group guidance, to:

1. Understand their unique selves by identifying their interests, past experiences, and achievements;
2. Identify their values and the values of the society in which they live;
3. Understand what factors are involved in decision-making, planning, and attaining goals;
4. Identify the job rewards they feel are related to their personal values, lifestyles, and career choices;
5. Explore occupations that are compatible with their unique interests, achievements, values, and goals; and
6. Gain skill in interviewing, job application, and job-seeking situations.

For Your Notes

Highlights | **For 'our Notes**

Description:

The teacher's guide contains eight learning experience sets. Each lesson set includes a student objective, an overview of how the activities can be presented, a list of resources, some of which can be duplicated, suggestions and ideas for involving the students in the activities, and a summary to cap the lesson. The teacher sets the time limits.

Materials Needed:

1 Teacher's Guide: "Self-Appraisal for Decision-Making and Career Planning"

Financial Requirement:

1 Teacher's Guide:
"Self-Appraisal for Decision-Making & Career Planning" $5.50

(Price as of May 3, 1977.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide and its described activities did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Careers in Visual Art

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Occupational Information
Graphic Arts

CEDISS Area:

Instruction

Target Audience

Grades 4, 5, 6

Highlights

Effect on Students:

The product is intended to assist students, as part of their study of art, to:

1. Develop an awareness of the various forms of graphic arts around them such as painting, sculpture, architecture, design, and photography;
2. Observe the basic concepts of art composition and create an art object expressing their awareness of those concepts;
3. Investigate occupations in the graphic arts;
4. Understand how cultural and environmental influences are reflected and expressed in art;
5. Explore the tools, materials, and equipment used by workers in graphic arts and, through experimenting, develop skill in using some of them; and
6. Develop an awareness of the working conditions of a person in an art-related occupation and how it affects his or her performance and attitude.

For Your Notes

CEDISS Product Fact Sheet 149

Highlights | **For Your Notes**

Description:

This teacher's guide includes ten learning experience sets. Each set contains a student objective, a description of one or more activities, a list of resources and resource pages that can be duplicated, suggestions for sequenced learning experiences, and an evaluation summary to determine the lesson's effectiveness. The teacher sets the time limits.

Materials Needed:

1 Teacher's Guide: "Careers in Visual Art"

Financial Requirement:

1 Teacher's Guide: "Careers in Visual Art"	$6.00

(Price as of May 3, 1978.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
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Career Exploration in the Life Sciences

Center for Vocational Education
Ohio State University

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Descriptors:

Secondary Education
Occupational Information
Biological Science

CEDISS Area:

Instruction

Target Audience

Grades 7-9

Highlights

Effect on Students:

The product is intended to assist students, as part of their study of biology, to:

1. Recognize that the study of life science includes the fields of agriculture, biology, and medicine;
2. Identify the variety of occupations that are available in the life sciences;
3. Explore the job functions of ecologists, zoologists, medical workers, and people in related occupations; and
4. Understand the value of the work of life scientists for society.

Description:

This teacher's guide includes four learning experience sets. Each set contains a student objective, an overview of lesson activities, a listing of major and supplemental resources, suggestions and ideas for involving the students in the activities, and an evaluation to measure the students' learning experiences. Some student worksheets that can be duplicated are included.

Materials Needed:

1 Teacher's Guide: "Career Exploration in the Life Sciences"

For Your Notes

Highlights		For Your Notes
Financial Requirement: 1 Teacher's Guide: "Career Exploration in the Life Sciences" (Price as of May 3, 1977.)	$5.00	
Special Training: None.		
Evaluation Results: No evaluative data were available.		
Bias Rating: This guide did not appear to be biased.		
Services Available: None identified.		
Contact for Materials and Consultation: Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210		

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Basic Measurement and Related Careers: Level A

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Job Skills
Career Education
Measurement
Daily Living Skills

CEDISS Area:

Instruction

Target Audience

Kindergarten

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Acquiring beginning competencies in estimating length and in measuring length, time, weight, and money;
2. Understanding how those measurement skills are used in their everyday lives; and
3. Identifying situations in which workers would use those measuring skills.

Description:

The guide contains five units. Each unit includes a student objective, a lesson overview, a resource listing and resource pages that can be duplicated, a variety of sequenced learning experiences and suggestions for implementing them, and a summary with ideas for measuring student learning.

Materials Needed:

1 Teacher's Guide: "Basic Measurement & Related Careers: Level A"

Highlights | **For Your Notes**

Financial Requirement:

1 Teacher's Guide: "Basic Measurement & Related Careers: Level A"	$5.50

(Price as of May 3, 1977.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

This guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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Basic Measurement and Related Careers: Level B

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Career Education
Measurement
Daily Living Skills

CEDISS Area:

Instruction

Target Audience

Grade 1

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Increasing awareness and beginning competencies in measuring:
   —time —length
   —weight —liquid volume
   —money —temperature
2. Exploring how those measurement skills are important in school and their everyday lives; and
3. Identifying how those measurement skills are used by workers in many jobs.

Description:

The teacher's guide contains six units which are titled:

Time Measurement
Weight Measurement
Money Measurement
Length Measurement
Liquid Volume Measurement
Temperature Measurement

Each unit includes an identified student objective, a lesson overview, a listing of major and supplemental resources, ideas for presenting the activities, and an evaluation strategy. Student worksheets can be duplicated.

Highlights	For Your Notes
Materials Needed: 1 Teacher's Guide: "Basic Measurement & Related Careers: Level B"	
Financial Requirement: 1 Teacher's Guide: "Basic Measurement & Related Careers: Level B" $8.00 (Price as of May 3, 1977.)	
Special Training: None.	
Evaluation Results: No evaluative data were available.	
Bias Rating: This guide did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Product Utilization Section Ohio State University 1960 Kenny Road Columbus, Ohio 43210	

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Basic Measurement and Related Careers: Level C

Center for Vocational Education
Ohio State University

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Descriptors:

Elementary Education
Career Education
Job Skills
Daily Living Skills
Measurement
Metric System

CEDISS Area:

Instruction

Target Audience

Grades 3, 4

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students to:

1. Recognize the need and use of standardized measurement tools and how workers use them in their jobs;
2. Develop basic length and area measuring skills in standard and metric units; and
3. Recognize the use of length estimating skills in school, work, and everyday living.

Description:

The teacher's guide includes five units. Each unit contains a student objective, a description of one or more activities, a listing of resources, some of which can be duplicated, suggestions for involving students in the experiences, and an evaluation strategy for measuring the lesson's effectiveness.

Materials Needed:

1 Teacher's Guide: "'Basic Measurement and Related Careers: Level C"

Highlights	For Your Notes
Financial Requirement: 1 Teacher's Guide: "Basic Measurement and Related Careers: Level C" $7.00 (Price as of May 3, 1977.)	
Special Training: None.	
Evaluation Results: No evaluative data were available.	
Bias Rating: This guide did not appear to be biased.	
Services Available: None identified.	
Contact for Materials and Consultation: Product Utilization Section Center for Vocational Education Ohio State University 1960 Kenny Road Columbus, Ohio 43210	

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Basic Measurement and Related Careers: Level D

Center for Vocational Education
Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Career Education
Job Skills
Measurement

CEDISS Area:

Instruction

Target Audience

Grades 3, 5

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students to:

1. Identify types of liquid volume measurement most commonly used;
2. Explore how workers need and use measured volumes of liquid;
3. Identify types of solid volume measurement; and
4. Explore how workers use solid volume measurement in their jobs.

Description:

The teacher's guide contains two units which are titled:

Liquid Volume Measurement
Solid Volume Measurement

Each unit includes a student objective, an overview of how the activities can be presented, a list of resources and resource pages that can be duplicated, suggestions for involving students in the activities, and a summary to provide lesson closure.

Highlights | **For Your Notes**

Materials Needed:

1 Teacher's Guide: "Basic Measurement & Related Careers: Level D"

Financial Requirement:

1 Teacher's Guide "Basic Measurement & Related Careers: Level D"	$4.00

(Price as of May 3, 1977.)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

Thiis guide did not appear to be biased.

Services Available:

None identified.

Contact for Materials and Consultation:

Product Utilization Section
Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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CAREER EDUCATION
PRODUCT FILE
michigan department
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Exploring Fabrics

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Occupational Information
Fashion Industry
Consumer Education

CEDISS Area:

Instruction

Target Audience

Secondary and Higher Junior High Grades

Highlights

For Your Notes

Effect on Students:

This product is intended to help students:

1. become aware of the kinds of fabrics and how to work with them;
2. learn how to make and sell fabric products;
3. become aware of consumer rights and responsibilities and buying clothing and other fabric products; and
4. become aware of job opportunities in the fabric industry.

Highlights	For Your Notes

Description:

A student text book is divided into four units labeled: I — Fabrics in Your Life; II — Designing Things from Fabrics: III — Making and Selling Fabric Products; IV — Shopping for Clothing. Each unit contains an overview or introduction to the unit, a vocabulary list, and a listing of supplies and equipment needed to carry out the identified hands-on activities.

An activities booklet contains questions and instructions, complete with tables on how to analyze fabrics and garments including samples of how it should be done using the student's own products and supplies.

A teacher's edition contains annotations along the side of the student text pages. The Teacher's Edition also has hints for preparation of lessons, discussion questions, teacher demonstration ideas, and enrichment activities.

Materials Needed:

Exploring Fabrics Text Book
Exploring Fabrics Activities Book
Exploring Fabrics Teacher's Edition

Financial Requirement:

Exploring Fabrics Text Book	$ 7.98
Exploring Fabrics Activities Booklet	$16.50
Exploring Fabrics Teacher's Edition	$22.50

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

A large-scale, well-designed evaluation was conducted by Dr. J. Johnson of the University of Illinois. The results indicate that student achievement was improved through the use of this product.

Highlights	**For Your Notes**
Bias Rating: Overall, the product did not appear to be biased toward any group of individuals. However, the handicapped were not adequately represented in the pictures of individuals working with fabrics.	
Services Available: None identified.	
Contact for Materials and Consultation: Exploring Fabrics McKnight Publishing Company Bloomington, IL 61701	

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CAREER EDUCATION PRODUCT FILE

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Exploring Careers Kit

Educational Design, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Occupational Information
Career Choice

CEDISS Area:

Instruction

Target Audience

Grades 7-12

Highlights

For Your Notes

Effect on Students:

To help students to:

1. Develop some insight into what is needed to make successful career decisions; and
2. Become aware of the variety of opportunities and options available in fifteen U.S. Office of Education-identified occupational clusters.

Description:

Student Instruction and Worksheets Spirit Master Book contains a set of 16 activities that allow students to get involved in values-oriented research and analysis.

A Teacher's Manual contains an outline and suggestions for activities to supplement the Spirit Master Book.

Highlights

For Your Notes

Materials Needed:

Teacher's Manual
Exploring Careers — A spirit master book of student instructions and student worksheets

Financial Requirement:

Teacher's Manual and Spirit Master Book of Student Instructions and Student Worksheets	$35.00 (plus $1.50 shipping and handling)

(Price as of 1978)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

The Teacher's Manual and Student Worksheets indicated a slight sex bias in regard to occupational roles. A slight bias also against the handicapped in occupational roles was evident in one activity which emphasized what handicapped persons cannot do rather than what they can do in spite of the handicap.

Services Available:

None identified.

Contact for Materials and Consultation:

Bob Allison
c/o Educational Design
2739 Windsor
Troy, Michigan 48098
(313) 689-2990

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CAREER EDUCATION PRODUCT FILE

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Me and Jobs

Educational Design, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Self-Evaluation
Occupational Information
Career Choice
Job Application

CEDISS Area:

Instruction

Target Audience

Grades 7-12

Highlights

For Your Notes

Effect on Students:

The product is intended to help students to:

1. Identify information about themselves, how they feel and how others feel;
2. Become aware of the many types of jobs and how to locate information about them;
3. Make an analysis of jobs and determine what jobs interest them; and
4. Be able to complete applications accurately and gain confidence for interviewing.

Description:

A student workbook that contains four sections labeled:

1. Me
2. Jobs
3. Me and Jobs
4. Applications and Interviews

Each section has activities for self-evaluation, peer evaluation, role-playing, brainstorming, forming opinions, working with checklists, and conducting interviews.

Highlights

For Your Notes

A teacher's guide gives descriptions as to what is to be accomplished in the workbook.

Much of the workbook requires brainstorming, forming opinions, and working with checklists.

Materials Needed:

Student workbook — "Me and Jobs"
Guide — "Me and Jobs"

Financial Requirement:

Set of 12 student workbooks with teacher's guide: $34
(plus $2.00 shipping and handling)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

Overall, the product was not biased. However, the product did contain many sex qualifiers relative to job titles. Poor word choice was used to define handicap as "something wrong or that doesn't work well."

Services Available:

None identified.

Contact for Materials and Consultation:

Bob Allison
Educational Design, Inc.
2739 Windsor
Troy, Michigan 48098
(313) 689-2990

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Me and Others

Educational Design, Inc.

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Descriptors:

Secondary Education
Self-Concept
Interpersonal Relationship
Life Roles

CEDISS Area:

Instruction

Target Audience

Grades 7-10

Highlights

For Your Notes

Effect on Students:

To help the student to:

1. Develop a positive self-image;
2. Be aware of the needs and feelings of others;
3. Understand how to work well with others; and
4. Become aware of the different life roles.

Description:

A student workbook contains four sections labeled:

1. Me
2. Others
3. Me and Others
4. Pulling It Together

Most of the activities are self-instructional and many of the activities require filling in blanks.

The teacher's manual gives descriptions of what is to be accomplished on each student workbook page.

Highlights | **For Your Notes**

Materials Needed:

Student Workbook — "Me and Others"
Teacher's Manual — "Me and Others"

Financial Requirement:

Set of 12 student workbooks with teacher's guide $34.00
(plus $2.00 shipping and handling)

(Price as of 1978)

Special Training:

None.

Evuluation Results:

No evaluation data were available.

Bias Rating:

The student's workbook was reviewed. Overall, the materials were not biased toward any group of individuals. In some instances, however, the authors used sex qualifiers when referring to types of positions.

Services Available:

None identified.

Contact for Materials and Consultation:

Bob Allison
Educational Design, Inc.
2739 Windsor
Troy, Michigan 48098

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Exploring Careers: A Teacher's Handbook

Educational Design, Inc.

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Descriptors:

Secondary Education
Career Choice
Occupational Information
Educational Games

CEDISS Area:

Instruction

Target Audience

Grades 7-12

Highlights

For Your Notes

Effect on Students:

To help students become aware of many career choices and increase their knowledge about some of the choices.

Description:

The teacher's handbook contains instructions for conducting role playing, games, and other hands-on activities related to fifteen job clusters.

Materials Needed:

41 Teachers Guide — "Exploring Careers"

Financial Requirement:

1 Teacher's Guide — "Exploring Careers"	$3.50

(Price as of 5/3/78)

Highlights | **For Your Notes**

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

The teacher's handbook was reviewed. The product, overall, did not appear to be biased. However, there did appear to be a slight stereotyping of men and women in various occupations.

Services Available:

None identified.

Contact for Materials and Consultation:

Nancy Miner, Customer Relations
55 Wheeler Street
Cambridge, Massachusetts 02138
(617) 492-7100, ext. 330

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CAREER EDUCATION
PRODUCT FILE
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Innerchange (Grades 7-9)

Human Development Training Institute

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Communication Skills
Decision-Making Skills
Interpersonal Relationship
Problem Solving
Secondary Education
Self-Concept

CEDISS Area:

Instruction

Target Audience

Junior High (7-9)

Highlights

Effect on Students:

The product is designed to help the student:

1. Build self-confidence;
2. Develop respect for self and others;
3. Develop communication skills;
4. Develop decision-making and problem-solving skills; and
5. Accept responsibility for self.

For Your Notes

Description:

"Innerchange" consists of a library kit contained in a file box. It includes:

INSTRUCTIONAL UNITS. The 41 instructional units are in folders. Each of the folders pertains to a topic. A set of preliminary activities designed to prepare students for the sessions are color-coded green. The instructional units folders of yellow, orange, red, pink, and blue correspond to certain developmental abilities or experiences. The titles of the instructional units are:

1. Preliminary Activities
2. Feelings, Thoughts, and Behaviors
3. Dreaming
4. Values
5. Learning
6. Communication
7. Trust
8. Helping
9. Friendship
10. Perceptions
11. I Gotta Be Me
12. Being a Teenager
13. Looking at My Many Selves
14. Heroes, Models, and Villains
15. Creativity
16. Leading and Following
17. Winning and Losing
18. Succeeding and Falling Short
19. Risk Taking
20. Handicaps and Limitations
21. Money, Money, Money
22. Problem Solving
23. Decision Making
24. Accomplishments and Goals
25. Taking Charge
26. Culture
27. Influence
28. Assertiveness
29. Feelings Are Facts
30. Bodymind
31. Responsibility
32. Life and Death
33. Responsibility
34. Careers
35. Being In and Being Out
36. Conflict Management
37. Sex Roles
38. Pairing
39. Justice
40. Changing the System
41. Reaching Out

Each unit card file contains a description of the objective of the circle session, how to start the topic of the unit, discussion questions to bring out, and how to summarize the topic circle session. A circle session is a group of students talking about topics which allow them to explore feelings, thoughts, and information together. On the inside back of each folder that contains the unit lessons is a list of additional circle session topics, a reference listing, and a resource list of films, literature, and other activities.

THE EXPERIENCE BOOK contains a series of workbook pages in the form of masters that can be duplicated. A set of experience sheets is identified for each unit. Each experience sheet gives the student an opportunity to read and respond to a given topic and keep the sheet for private reference. A packet of experience sheets to go with Unit 15, "Creativity," is a part of this kit.

THE LEADER'S MANUAL contains (1) information about the theory of circle sessions and verbal interacting; (2) ways for combining the program with subject matter areas; (3) suggestions for setting up circle sessions and leading them; (4) unit descriptions and an explanation of the color coding of the units which is based on the complexity of the content of the session; (5) descriptions of learning strategies such as role-playing; and (6) suggestions for ways to inform parents and the community about the program and a question and answer section dealing with questions most frequently asked about the program.

Highlights

For Your Notes

AN APPLICATION CHART identifies how and where the subject matter areas and the Instructional Units can be interfaced.

Materials Needed:

The Innerchange Library Kit:

- 41 Innerchange Instructional Units
- 1 Book of 41 Innerchange Experience Sheets
- 1 Leader's Manual
- 1 Innerchange Application Chart
- 1 Packet of Experience Sheets for Unit 15, "Creativity"

Financial Requirement:

Innerchange Library Kit	$159.95

(Price as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

All materials contained in the student packet were reviewed. The materials did not exhibit any biasing effect toward any groups of individuals.

Services Available:

Mr. Keith Ward
Human Development Training Institute
(address below)

or

Camille Knowles
854 Lakeside Drive, S.E.
Grand Rapids, MI 49506
(616) 949-7270, ext. 71

Contact for Materials and Consultation:

Keith Ward
Human Development Training Institute
Department A
7574 University Avenue
LaMesa, California 92041
Toll Free: 800-843-2166

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Innerchange (Grades 10-12)

Human Development Training Institute

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Descriptors:

Communication Skills
Decision-Making Skills
Interpersonal Relationship
Problem Solving
Secondary Education
Self-Concept

CEDISS Area:

Instruction

Target Audience

Senior High (10-12)

Highlights

Effect on Students:

The product is intended to help students to:

1. Develop respect for self and others;
2. Build self-confidence;
3. Develop communication skills;
4. Develop decision-making and problem-solving skills; and
5. Accept responsibility for self.

For Your Notes

Highlights

For Your Notes

Description:

The contents of the Innerchange Library are contained in a file box. It includes:

INSTRUCTIONAL UNITS. The 44 instructional units are in folders. Each of the folders pertains to a topic. A set of preliminary activities designed to prepare students for the sessions are color-coded green. The instructional units folders of yellow, orange, red, pink, and blue correspond to certain developmental abilities or experiences. The titles of the instructional units are:

1. Preliminary Activities
2. Feelings, Thoughts, and Behavior
3. Dreaming
4. Values
5. Learning
6. Communication
7. Trust
8. The Helping Relationship
9. Friendship
10. Perception
11. Going Through Changes
12. Looking at My Many Selves
13. Creativity
14. Winning and Losing
15. Risk-Taking
16. Money, Money, Money
17. Problem-Solving
18. Decision-Making
19. Authority
20. Success and Failure
21. Handicaps and Limitations
22. Accomplishments and Goals
23. Taking Care
24. Culture
25. Influence
26. Assertiveness
27. Feelings Are Facts
28. Bodymind
29. Misconceptions
30. Authenticity and Facades
31. Prejudice
32. Reality and Other Realities
33. Life and Death
34. Responsibility
35. Careers
36. Inclusion and Exclusion
37. Conflict Management
38. Sex Roles
39. Pairing
40. Parenthood
41. Justice
42. Changing the System
43. Love
44. Reaching Out

Each unit card file contains a description of the objective of the circle session, how to start the topic of the unit, discussion questions to bring out, and how to summarize the topic circle session. A circle session is a group of students talking about topics which allow them to explore feelings, thoughts, and information together. On the inside back of each folder that contains the unit lessons is a list of additional circle session topics, a reference listing, and a resource list of films, literature, and other activities.

THE LEADER'S MANUAL contains (1) information and suggestions regarding ways for combining the program with academic subject areas and for setting up and leading the circle sessions; (2) descriptions of appropriate learning strategies such as creative dramatics, role-playing, interviewing, and brainstorming with suggestions for using these strategies; (3) a review of the educational and psychological theory upon which the program was developed; and (4) suggestions for ways to inform parents and the community about the program and how to answer some of their questions.

THE EXPERIENCE BOOK contains a series of masters that can be duplicated. Each experience sheet serves as an opportunity for students to practice self-assessment as well as suggestions for activities students may want to try on their own. A packet of the experience sheets to go with Unit 5, "Learning," is included in the kit.

Highlights | **For Your Notes**

AN APPLICATION CHART identifies academic courses and special programs with the interfacing of the instructional units.

Materials Needed:

The Innerchange Library Kit:

- 44 Innerchange Instructional Units
- 1 Book of 44 Innerchange Experience Sheets
- 1 Leader's Manual
- 1 Innerchange Application Chart
- 1 Sample Set of 40 Student Experience Sheets - Unit 5, "Learning"

Financial Requirement:

Innerchange Library Kit	$159.95

(Price as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

All materials contained in the packet were reviewed. Overall, the product was not biased toward any group of individuals. In a few instances, however, girls were described with stereotyped personality traits such as "cute" and "pretty."

Services Available:

Inservice training can be arranged.

Mr. Keith Ward
Human Development Training Institute
(address below)

or

Camille Knowles
854 Lakeside Drive, S.E.
Grand Rapids, MI 49506
(616) 949-7270, ext. 71

Highlights	**For Your Notes**
Contact for Materials and Consultation: Keith Ward Human Development Training Institute Department A 7574 University Avenue LaMesa, California 92041 Toll Free: 800-843-2166	

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CAREER EDUCATION
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Finding Your First Job

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Employment Interviews
Job Application
Job Skills
Secondary Education

CEDISS Area:

Instruction
Guidance

Turget Audience

Grades 9-12

Highlights

For Your Notes

Effect on Students:

The product is designed to assist students in developing effective job-finding and job-keeping skills.

Description:

This product consists of:

"Finding Your First Job Workbook," a student workbook that is divided into nine chapters, each having a reading assignment and activities related to making plans, completing sample forms, writing resumes, and getting along on the job.

"Finding Your First Job Leader's Guide," a guide that contains suggestions to the teacher for enrichment activities to go with the workbook. A resource list will assist the teacher with locating additional materials pertaining to the workbook activities.

Materials Needed:

Finding Your First Job Workbook
Finding Your First Job Leader's Guide

Highlights

For Your Notes

Financial Requirement:

Finding Your First Job Workbook	$1.95
Finding Your First Job Leader's Guide	1.50

(Price as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The materials reviewed included the student's workbook and the teacher's guide. The product, overall, did not appear to be biased. Handicapped persons did not appear in any picture.

Services Available:

None identified.

Contact for Materials and Consultation:

Finding Your First Job
Time Share Corporation
707-A Davis Road
Elgin, Illinois 60120

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Comparative Career Search

Indiana Career Resource Center

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Occupational Information
Career Choice
Testing Programs

CEDISS Area:

Guidance

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

Students will discover occupational areas that interest them which lead to making informed job choices.

Description:

This vocational interest test contains 120 items in the form of a filmstrip and cassette. Completion time is approximately 20 minutes.

A machine or hand-scorable answer form is designed for student use and contains a section on how to interpret test results.

The V.I.S.I.O.N. Final Report Booklet contains a handbook for users section which describes the purpose of the administration of VISION.

Materials Needed:

Comparative Career Search Filmstrip
Cassette of Directions
Answer Forms
Final Report Booklet and Instruction Sheet

Highlights	For Your Notes

Financial Requirement:

Comparative Career Search	$47.00 (complete)

(Price as of August 1978)

Special Training:

None.

Evaluation Results:

The evaluation efforts for VISION centered around the quality issues of test construction and refinement. The developers followed appropriate procedures and the results indicate that VISION is a fairly valid measure of vocational interest.

Bias Rating:

The VISION program overall did not appear to be biased toward any group of individuals. The test filmstrip showed a variety of people in a variety of occupational settings.

Services Available:

None identified.

Contact for Materials and Consultation:

Comparative Career Search
Indiana Career Resource Center
1201-09 South Greenlawn Avenue
South Bend, Indiana 46615

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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Career Education Activities for Subject Area Teachers: Volume III

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Secondary Education
Social Studies
English
Mathematics
Fine Arts
Languages
Health Services
Driver Education
Physical Education

CEDISS Area:

Instruction

Target Audience

Grades 9-12

Highlights

For Your Notes

Effect on Students:

To help students develop:

1. Interests and goals that are job-related;
2. Awareness of job-related attitudes; and
3. An awareness of specific occupation's requirements.

Description:

The Teacher's Guide consists of activities for the classroom in eight subject areas:

Social Studies
English
Math
Art/Music
Foreign Language
Health
Driver Education
Physical Education

Each activity is accompanied by subject area objectives, the occupational focus, instructions for carrying out each activity, and a resource list.

Highlights | **For Your Notes**

Materials Needed:

Career Education Activities for Subject Area Teachers: Volume III (3-ring loose-leaf notebook)

Financial Requirement:

Career Education Activities for Subject Area Teachers: Volume III Notebook	$10.00

Special Training:

None identified.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The Guide was generally unbiased toward most groups of individuals. While much effort was made to increase the student's awareness of possible sex and racial discrimination problems, no mention was made of problems of discrimination toward hiring handicapped persons.

Services Available:

None identified.

Contact for Materials and Consultation:

Nancy Miner, Customer Relations
Abt Publications
55 Wheeler Street
Cambridge, Massachusetts 02138
(617) 492-7100

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Introduction to Health Care Careers

McKnight Publishing Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Occupational Information
Secondary Education
Health Services

CEDISS Area:

Instruction

Target Audience

Secondary/Junior High

Highlights

For Your Notes

Effect on Students:

To help students:

1. Identify the health care needs of the community;
2. Gain an insight into the processes of the health care services;
3. Become aware of some of the work people do in health care occupations; and
4. Determine their interest in a health care occupation.

Description:

This product includes:

1. Student text-activity manual which contains brief readings and related activities about kinds of work done in health care occupations;
2. Teacher's guide in outline form that contains procedures for reviewing the student readings, answers to some of the student activities sheets, special preparation suggestions, needed equipment and supplies, filmstrip scripts, and test answers;
3. Three filmstrips and two cassettes to be used with activities described in the student text-activity manual;
4. Medical equipment and supply catalog containing illustrations, names, and written descriptions and prices which is to be used with the text-activity manual;

Highlights

5. Career employment cards which are job description cards designed for use with the text-activity manual;
6. Three clinic slide sets provide diagnosing experiences which relate to activities in the text-activity manual; and
7. A pretest and achievement test which consists of multiple choice questions that take about 20 minutes to complete.

This package is designed so that students may complete the activities in 30 days. The teacher's manual has suggestions for making adjustments.

Materials Needed:

Health Care Teacher's Package:

1 Text-Activity Manual
1 Teacher's Guide
3 Filmstrips/2 Cassettes
1 Radiology Clinic Slide Set
1 Hematology Clinic Slide Set
1 Opthomology Clinic Slide Set
1 Career Employment Cards
6 Medical Equipment and Supplies Catalogs
30 Achievement Tests

Financial Requirement:

Introduction to Health Careers Teacher's Package	$129

(Price as of 1977)

Special Training:

None

Evaluation Results:

No evaluative data were available.

Bias Rating:

All materials included in the package were reviewed. There is a tendency to stereotype women in traditional health care roles. The handicapped were not represented in any as health care employees.

For Your Notes

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: Bill Loftis McKnight Publishing Company Box 2854 Bloomington, IL 61701 (309) 663-1341	

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Livelihoods:
Careers for Your Life Style

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Descriptors:

Job Skills
Occupational Information
Secondary Education

CEDISS Area:

Instruction
Guidance

Target Audience

Grades 7-12

Highlights

For Your Notes

Effect on Students:

The product is designed to help students become aware of information about jobs that are grouped in fifteen categories called clusters.

Description:

The product consists of 16 color filmstrips and cassettes. One filmstrip provides background information about how the jobs are categorized into clusters and an orientation to the series. Each of the fifteen filmstrips depicts interviews with workers at their jobs that are related to the cluster the filmstrip presents.

Materials Needed:

16 color filmstrips and cassettes
User's Guide

Highlights | **For Your Notes**

Financial Requirement:

Complete package includes:

16 filmstrips
16 cassettes
1 User's Guide $195.00

(Price as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The materials reviewed included 16 filmstrips, 15 cassette tapes, and a User's Guide. The product, overall, did not appear to be biased. However, there was a tendency to picture only men in occupations requiring a great deal of strength. Women were not represented at all in one filmstrip. Handicapped persons were not represented in any filmstrip.

Services Available:

None identified.

Contact for Materials and Consultation:

Time Share Corporation
717-A Davis Road
Elgin, Illinois 60120

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The World of Construction

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Construction Industry
Job Skills
Occupational Information
Secondary Education

CEDISS Area:

Instruction

Target Audience:

Grades 7-10

Highlights

Effect on Students:

Students will become aware of the job opportunities and their requirements in the construction industry.

Description:

The World of Construction Text Book is designed to be a one-year course divided into 97 reading assignments. After each assignment, a summary of the reading appears along with review questions and a vocabulary list.

The World of Construction Laboratory Manual is meant to be used to reinforce the text through hands-on activities which correlate with the reading assignments. These activities may take one or more days to complete.

The World of Construction Teacher's Guide is meant to be used as a tool to coordinate the program. The Guide contains behavioral objectives, time schedules, discussion questions, laboratory activities, ideas for lecture, and demonstration hints.

For Your Notes

Highlights

For Your Notes

Materials Needed:

World of Construction Text Book
World of Construction Laboratory Manual
World of Construction Teacher's Guide

Financial Requirement:

World of Construction Text Book	$ 7.98
World of Construction Laboratory Manual	2.97
World of Construction Teacher's Guide	18.00

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

This product was developed through a five-year research project, with three years devoted to piloting. However, no information was supplied for evaluation of the effects of the project, if any, upon students.

Bias Rating:

The materials reviewed included the teacher's guide, the text book, and the laboratory manual. In the text, there was extreme under-representation of woman in construction activities. Women are pictured only as office workers. There is one misrepresentation of the American Indian in the text. A caption under a picture implied American Indians traditionally became iron workers and bridgemen.

Services Available:

None identified.

Contact for Materials and Consultation:

Bill Loftis
McKnight Publishing Company
Department 77
Box 2804
Bloomington, Illinois

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The World of Manufacturing

McKnight Publishing Company

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Job Skills
Manufacturing Industry
Occupational Information
Secondary Education

CEDISS Area:

Instruction

Target Audience

Grades 7-10

Highlights

For Your Notes

Effect on Students:

The product is designed to help students become aware of job opportunities and their requirements in the manufacturing industry.

Description:

This product includes:

1. A student text divided into 82 assignments. The content of the reading assignments focuses on the manufacturing process and the various occupations related to production. There are lists of terms and ideas for discussion purposes at the end of each reading assignment.
2. A laboratory manual, designed to reinforce the text through activities which require research or indepth thinking about the readings in the text. Indepth search about occupations is encouraged.
3. A teacher's guide, meant to be used to assist in coordinating the lessons. The guide contains behavioral objectives, suggested time schedules for the assignments, discussion questions, descriptions of laboratory activities, ideas for lectures, and demonstration hints.

Highlights

For Your Notes

Materials Needed:

World of Manufacturing Textbook
World of Manufacturing Laboratory Manual
World of Manufacturing Teacher's Guide

Financial Requirement:

World of Manufacturing Textbook	$ 7.98
World of Manufacturing Laboratory Manual	2.97
World of Manufacturing Teacher's Guide	18.00

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

Evaluation of the program included only boys in the sample and analysis. Based upon pre-post assessment, achievement gains did occur for students in the program. Because no control group was used, there is no way to determine how much of the gain was due to factors other than the program itself.

Bias Rating:

The materials reviewed included the Teacher's Guide, the Student Textbook, and the Laboratory Manual. Women were shown participating in factory work but doing light manual labor tasks only.

Services Available:

None.

Contact for Materials and Consultation:

Bill Liftis
McKnight Publishing Company
Dept. 77
Box 2804
Bloomington, Illinois

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Career Exploration and Planning

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Career Planning
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction
Guidance

Target Audience

Grades 8-12

Highlights

Effect on Students:

The product is intended to help students:

1. Become aware of their interests, beliefs, and abilities;
2. Examine occupational requirements; and
3. Recognize the need for planning for the world of work.

Description:

This product includes:

1. A textbook with lessons that focus on the importance of understanding self and others, exploring beliefs, values, and personal attributes, the purposes of school, the concept of planning for work, and exploring occupations.
2. A student workbook designed to provide supplementary information and activities to the text. The workbook is made up of questions, sentence completion items, and checklists.
3. A teacher's manual containing objectives for each information chapter of the text, class discussion questions, answers for review of text and chapter test items. It also contains a reading list for instructors and a supplementary resource material listing.

For Your Notes

Highlights	For Your Notes

Materials Needed:

Career Exploration and Planning Text
Career Exploration and Planning Workbook
Career Exploration and Planning Teacher's Manual

Financial Requirement:

Career Exploration and Planning Text	$6.00
Career Exploration and Planning Workbook	2.10
Career Exploration and Planning Teacher's Manual	2.10

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

There is a tendency to reinforce sex-role expectations which are not totally appropriate in our society. Also, there was a slight biasing effect as no handicapped persons were shown or discussed.

Services Available:

None identified.

Contact for Materials and Consultation:

Time Share Corporation
707-A Davis Road
Elgin, Illinois 60120

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Toward Affective Learning

American Guidance Service, Inc.

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Descriptors:

Attitudes
Elementary Education
Group Relations
Interpersonal Relationship
Self-Concept
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 3-5

Highlights

For Your Notes

Effect on Students:

The product is designed to help students to:

1. Develop awareness of self;
2. Recognize and accept feeling of self and others;
3. Develop group interaction skills; and
4. Participate freely and spontaneously to new experiences.

Description:

This kit is contained in a metal carrying case. The following items are a part of the kit:

Manual. The manual has 191 lesson plans identified for sequential use. Each lesson has a stated purpose and outcome, materials needed for the activity, the time necessary for implementation of the lesson and the space required or setting that is suitable for the activity. What to say to the students is in bold face print. Some of the lessons have a follow-up activity suggestion and a suggestion for applying an activity or technique to other classes. Most of the required materials for the activities are in the kit and are reuseable.

Highlights

For Your Notes

Illustrations. There are 44 facial expressions, hand gestures, and silhouettes of postures. These are for use with lessons that focus on the way feelings are communicated.

Discussion Pictures. Ninety-three color pictures are intended to stimulate discussion about action and feelings of the people shown in the pictures. Five of the discussion pictures, to stimulate imagination, are included in the kit to go with a filmstrip entitled, "Fantasies."

Cassette. It contains four recordings to be used with the lessons on feelings, sounds, stimulating imagination, and creative writing activities.

Feeling Wheels. The 40 feeling wheels go with the lessons that focus on identifying and discussing feelings. The names of the feelings are printed in sections of the wheels. The feelings are associated with certain colors on the wheel. The directions for their uses are found in the guide.

Color Chips. Plastic color chips are to be used with lessons in which students must work together to complete certain tasks. These lessons stress cooperation and sharing and working with a plan.

Career Folders. Two sets of folders represent 37 fields of occupations, and occupation titles that are related to the field. Each of the folders contains a brief description of the field, accompanied by discussion questions. The folders are designed for individual work or group work.

Posters. The two posters are for use with the lessons on techniques of interviewing to obtain information about occupations.

Shapes and Objects Cards. Each of the 35 small cards has a different shape of a different color and size that is designed for lessons on sensory awareness.

Duplicating Masters for Student Activity Sheets. The 16 student activity sheets can be duplicated. The activity sheets focus on making value judgments, recording personal interests, and identifying and labeling feelings.

A Red Scarf, for use with lessons on leading group discussion techniques.

Materials Needed:

A metal carrying case that contains the following items.

- Manual
- Feeling Wheels
- Discussion Pictures
- Illustrations
- Color Chips
- Red Scarf
- Shapes and Object Cards
- Duplicating Masters Book
- Cassette
- Filmstrip
- Posters
- Career Folders

Highlights | **For Your Notes**

Financial Requirement:

Complete kit	$98.00

The kit items can be purchased separately.

Manual	$18.25
Feeling Wheels	4.00
Metal Carrying Case	20.00
Discussion Pictures	26.50
Color Chips	3.75
Illustrations	13.00
Red Scarf	1.00
Shapes and Objects Cards	2.40
Duplicating Masters Book	4.85
Cassette	6.00
Filmstrip	1.25
Posters 1 and 2	1.50
Career Folders - Level I	6.20
Career Folders - Level II	6.20

(Price as of August 1978)

Special Training:

No inservice required.

Evaluation Results:

A rather extensive field testing was reported. However, too little information about the testing was provided to make conclusions about the impact of the product upon students.

Bias Rating:

All materials were reviewed. The product, overall, was not biased toward any group of individuals, although no handicapped were represented in the product.

Services Available:

None identified.

Contact for Materials and Consultation:

E.L. Kerchhoff, Area Director
431 N. Columbine Drive (AGS Education Pub.)
Schaumberg, Illinois 60194
(312) 885-7226

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Career Awareness/Exploration Curriculum Kit - K-3

Continuing Education Association
Portland, Oregon

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Citizenship
Communication Skills
Decision Making Skills
Elementary Education
Family Life
Occupational Information
Values

CEDISS Area:

Instruction

Target Audience

Grades K-3

Highlights

For Your Notes

Effect on Students:

The five programs are designed to help students:

1. Become aware of roles of family members;
2. Develop respect for all jobs;
3. Become aware of the world of work and its influence on the citizen, family member, and the community;
4. Become aware of responsibilities people have to self and community; and
5. Develop communication and decision-making skills.

Description:

This kit is divided into five program parts. Each program is contained in a looseleaf notebook. Each program addresses one or more of the objectives. A set of activities accompany each objective with information about the degree of difficulty of each of the activities. A cross-referenced index of the content of the activities and its relationship to subject matter areas is in each notebook. Each activity involves the student in seeking answers to questions, collecting information, and summarizing information.

Highlights

For Your Notes

Materials Needed:

Five Careeer Awareness/Exploration Curriculum Kit Notebooks, Grades K-3

Financial Requirement:

K-3, five-volume set in Oregon	$49.95 per set
K-3, five-volume set outside Oregon	$54.95 per set

(Price as of June 1978)

Special Training:

The kit contains a form for requesting formal inservice programs, which includes:

1 hour	information inservice;
3 hours	overview of the materials;
10 hours	one (1) college credit inservice;
20 hours	two (2) credits class; or
30 hours	three (3) credits class.

If this material is to be distributed to teachers without a formal inservice, the vendor suggests using a half-hour explanation period.

Evaluation Results:

No evaluation data were available.

Bias Rating:

A review of the product did not reveal any bias toward any group of individuals. In a few instances, however, sex qualifiers were used for occupational titles. Even though handicapped persons were discussed in the context, they were not represented pictorially.

Services Available:

None identified.

Contact for Materials and Consultation:

Continuing Education Publications
1633 Southwest Park Avenue
P.O. Box 1491
Portalnd, Oregon 97207
(503) 229-4843

ADDITIONAL REVIEWER COMMENTS

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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CEDISS Product Fact Sheet 172

CAREER EDUCATION
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Career Awareness/Exploration Curriculum Kit - Grades 4-8

Continuing Education Association
Portland, Oregon

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal esearch and development project supported by a state or the federal government or by an established private rganization.

Descriptors:

Career Choice
Citizenship
Consumer Education
Daily Living Skills
Elementary Education
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 4-8

Highlights

For Your Notes

ffect on Students:

The product is intended to help students to:

1. Identify workers, their attitudes, and their interdependence within the community;
2. Develop an understanding of production, distribution, and consumption and its effects on various life roles. The community as a resource is also identified;
3. Identify their individuality and how it affects job choices, attitudes, and interest related to occupations;
4. Develop skills in communication, decision making as related to occupations; and
5. Be able to understand physical skills related to occupations, tools and classroom skills related to occupational roles.

Highlights	For Your Notes

Description:

This kit is divided into five program parts. Each program is contained in a looseleaf notebook. Each program addresses one or more of the objectives. A set of activities accompanies each objective with information about the degree of difficulty of each of the activities. A cross-referenced index of the content of the activities and its relationship to subject matter areas is in each notebook. Each activity involves the student in seeking answers to questions, collecting information, and summarizing information.

Materials Needed:

Five Career Awareness/Exploration Curriculum Kit Notebooks, Grades 4-8

Financial Requirement:

Five-volume set in Oregon	$49.95 per set
Five-volume set outside Oregon	$54.96 per set

(Price as of June 1978)

Special Training:

If this material is to be distributed to teachers without a formal inservice, use of a half-hour explanation period is recommended. The Kit contains a form for requesting formal inservice programs, including:

1 hour informational inservice
3 hour overview of materials
10 hour one (1) college credit inservice
20 hour two (2) credits class
30 hour three (3) credits class

Evaluation Results:

No evaluation data were available.

Bias Rating:

In general, the product does not contain any bias toward any group of individuals. In a few instances, however, sex qualifiers were used for occupational titles. Even though handicapped persons were discussed in the context, they were not represented pictorially.

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: Continuing Education Publications 1633 Southwest Park Avenue P.O. Box 1491 Portland, Oregon 97201 (530) 229-4843	

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"Goofy Goes to Work"

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Descriptors:

Career Change
Career Choice
Employment Interviews
Job Application
Job Skills
Secondary Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

Effect on Students:

The product is designed to help the student to:

1. Identify skills and steps necessary to be successful in job searching;
2. Be able to complete an application correctly;
3. Be able to prepare for a successful job interview;
4. Identify the responsibilities required of a job; and
5. Become aware of how to hold a job, advance on a job, and change jobs.

For Your Notes

Highlights | **For Your Notes**

Description:

Six filmstrips and cassettes depict Goofy, the Walt Disney cartoon character, in the role of a job seeker. The titles of the filmstrips are:

1. "Before the Search Begins;"
2. "Making an Application;"
3. "The Interview;"
4. "Which Job Is Best for You;"
5. "Making a Good Impression on the Job;" and
6. "Changing Jobs."

The teacher's guide describes the content of each filmstrip and presents ideas for enrichment activities. It also lists:

1. Test questions and answers for each filmstrip;
2. Classroom activities; and
3. Test questions and answers for discussion purposes.

Materials Needed:

6 color filmstrips
6 records or cassettes
Teacher's Guide

Financial Requirement:

6 color filmstrips	
6 records or cassettes	
Teacher's Guide	$119.00

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Highlights	For Your Notes
Bias Rating: All materials were reviewed. Overall, the materials did not appear to be biased. However, there was a slight under-representation of blacks in a variety of occupational roles. Handicaps were not shown or discussed.	
Services Available: None identified.	
Contact for Materials and Consultation: Walt Disney Educational Media Company 500 South Buena Vista Street Burbank, CA 91521 (800) 423-2555	

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Free to Be . . . You and Me

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Descriptors:

Elementary Education
Self-Concept
Communication Skills
Group Relations
Sex Stereotypes

CEDISS Area:

Instruction

Target Audience

Elementary

Highlights

Effect on Students:

This product is intended to help students to:

1. Verbalize emotions;
2. Understand the importance of cooperation;
3. Investigate non-sexist occupations; and
4. Understand the meaning of independence and self-fulfillment.

For Your Notes

Highlights | **For Your Notes**

Description:

The product consists of a kit that contains:

A set of six filmstrips and cassettes. The focus of the filmstrips and cassettes is on the themes of independence, friendship, cooperation, and expectations of people. An accompanying guide contains activity suggestions for each filmstrip.

One activities package that has game cards, four sets of cardboard letters, two decks of playing cards, a game board, a poster to be used for certain activities, and a guide for using all the materials in the activities package. The activities are designed for classes, small groups, or individuals.

A soft cover book titled, "Free to Be . . . You and Me," a story about the importance and freedom of individual identity.

Materials Needed:

Six filmstrips and cassette tapes
One activities package

Financial Requirement:

Six sound filmstrips in cassette format and activities package $116.00

When purchased individually:

Each filmstrip	$12.50
Each cassette	8.50
The activities packages	35.00 (1-4 copies) 25.00 (5 or more copies)

(Price as of August 1978)

Special Training:

No inservice required.

Evaluation Results:

No evaluative data were available.

Highlights

For Your Notes

Bias Rating:

All materials were reviewed. Overall, the product was not biased toward any group of individuals, although no handicapped were shown or discussed.

Services Available:

None identified.

Contact for Materials and Consultation:

Dolph Visual Educational Company
Laurie Wilcox
15440 Warwick
Detroit, Michigan 48223
(313) 273-4881

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A Career for Tomorrow

American Learning Systems, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Job Application
Occupational Information
Secondary Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

Effect on Students:

The product is designed to provide the student with information about job categories and to encourage the student to do research in his or her area of interest.

Description:

A "Career for Tomorrow Cluster Series" is made up of 16 filmstrips and cassette tapes that give information about how jobs, based on certain characteristics, are grouped into job clusters. Each job cluster is represented in a filmstrip.

Sixteen booklets accompany the 16 filmstrips and are designed to provide supplementary information regarding certain jobs and their clusters.

A "Career for Tomorrow Enhancement Series" consists of eight cassette tapes and eight filmstrips. How to make a job selection, how to complete a job application, information about job interviews, and pointers about the first job make up the content of the series

For Your Notes

Highlights

For Your Notes

Materials Needed:

A Career for Tomorrow Cluster Series:
- 16 cassette tapes
- 16 filmstrips
- 16 booklet supplements

A Career for Tomorrow Enhancement Series:
- 8 cassette tapes
- 8 filmstrips

Financial Requirement:

A Career for Tomorrow Career Cluster Series	$400.00
A Career for Tomorrow Enhancement Series	175.00

(Price as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The materials reviewed included 24 filmstrips and tapes and 16 booklets. The product displayed a severe bias against male/females by placing them in stereotyped occupational roles. Both men and women were under-represented in some filmstrips. Sex qualifiers for job titles were used throughout the product. The handicapped were not shown or discussed. There was a slight bias against the occupations included in personal services.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associates
Box 313
Troy, MI 48099
(313) 689-2990

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Project Equality

Seattle, Washington

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Job Skills
Occupational Information
Sex Stereotypes

CEDISS Area:

Instruction

Target Audience

K-6

Highlights

Effect on Students:

The product is designed to help the student to become aware that:

1. Attainable skills are not dependent upon gender; and
2. A skill required for one type of work is often transferable to another type of work.

For Your Notes

Highlights

For Your Notes

Description:

The product includes a book of cards, a book of pictures, and ideas booklet.

The "Yellow, Blue, and Red Book" consists of activity cards. The activities are designed to be implemented in a short period of time in order to hold the interest of this age group. Each activity focuses on sex role stereotyping and requires students to think about and discuss skills people have and how they can put them to use.

The "Many Thousand Words Work Picture Book" contains black and white pictures that show a variety of skills and abilities in non-sex stereotype roles. There are discussion questions to accompany each picture.

The "Occupation Simulation Booklet" contains ideas for hands-on activities or simulations related to certain occupations. The intent of this booklet is to have students experience what certain jobs are like.

Materials Needed:

6 Occupation Simulation Booklets
1 Many Thousand Words Work Picture Book
1 The Yellow, Blue, and Red Book

Financial Requirement:

Occupation Simulation Booklet	$ 5.00
Many Thousand Words Work Picture Book	40.00
The Yellow, Blue, and Red Book	50.00

(Prices as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

All materials were reviewed. Overall, the product was not biased in any respect toward any group of individuals. There was a slight under-representation of the handicapped in active situations.

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: LaRae Glennon Project Equality The Highline School District 15675 Ambaum Boulevard, SW Seattle, Washington 98166 (206) 433-2505 (school district business office)	

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Career Education Activities for Subject Area Teachers (Volume II)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Academic Subjects/ID
Career Planning
Job Skills
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

6-9

Highlights

For Your Notes

Effect on Students:

This product is intended to provide students with subject-related activities which will provide an awareness of job opportunities and skills. It also is designed to aid students in developing an awareness of their own interests and goals and the relationship of occupations to those interests and goals.

Description:

The product includes a notebook of activities related to the eight subject areas: social studies, English, mathematics, science, art, health, foreign languages, and physical education.

Each of the activities is intended to show students the relationship of an academic area to a job requirement or skill. Each activity description is accompanied by a list of materials that are necessary to complete the activity and instructions on how to carry out the activity.

Materials Needed:

Career Education Activities for Subject Area Teachers - looseleaf notebook

Highlights	**For Your Notes**
Financial Requirement: Career Education Activities for Subject Area Teachers looseleaf notebook $10.00 (Price as of 1978)	
Special Training: None identified.	
Evaluation Results: No evaluation information was available.	
Bias Rating: Overall, the product did not appear to be biased, although no reference was made to employment of the handicapped.	
Services Available: None identified.	
Contact for Materials and Consultation: Nancy Miner, Customer Relations Abt Publications 55 Wheeler Street Cambridge, Massachusetts 02138 (617) 492-7100, ext. 300	

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Partners in Career Education

Teacher-Developed Infused Curriculum Modules

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Decision Making Skills
Elementary Education
Interpersonal Relationship
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

K-12

Highlights

For Your Notes

Effect on Students:

The product is designed to assist students in:

1. Acquiring skills in decision making and goal setting;
2. Developing interpersonal skills and understanding self; and
3. Becoming aware of job and educational opportunities.

Description:

A set of six paperback books are intended for teacher's use. They contain ideas for activities for the classroom in four areas: Self-awareness and assessment activities, career awareness and exploration activities, decision making activities, and career planning activities. With the activities are resource lists and hints for teachers.

Highlights

For Your Notes

Materials Needed

"Teacher-Developed Infused Curriculum Modules - Grades K-3 All Subjects"
"Teacher-Developed Infused Curriculum Modules - Grades 4-6 All Subjects"
"Teacher-Developed Infused Curriculum Modules - Grades 7-12 Language Arts/English"
"Teacher-Developed Infused Curriculum Modules - Grades 7-12 Electives"
"Teacher-Developed Infused Curriculum Modules - Grades 7-12 Math/Science"
"Teacher-Developed Infused Curriculum Modules - Grades 7-12 Social Studies"

Financial Requirement:

Grades K-3 All Subjects	$5.98
Grades 4-6 All Subjects	5.98
Grades 7-12 Language Arts/English	5.98
Grades 7-12 Electives	5.98
Grades 7-12 Math/Science	5.98
Grades 7-12 Social Studies	5.98

Special Training:

None.

Evaluation Results:

A brief memorandum was provided. It was not sufficiently detailed to allow conclusions about the impact of the product upon students.

Bias Rating:

Overall, the materials were not severely biased. However, men and women were stereotyped in some occupational roles via pictures and the use of sex qualifiers when describing specific occupations. There was a slight pictorial under-representation of women, blacks, and handicapped. Handicapped were also not well represented in the context of the product.

Highlights

For Your Notes

Services Available:

Consulting service available.

CONTACT:

Partners in Career Education
1201 North Watson Road, Suite 130
Arlington, Texas 76011
(817) 640-1785

Contact for Materials and Consultation:

I(T) WORK(S), Inc.
1204 Rio Grande
Denton, Texas 76201
(817) 387-0012

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Descriptors:

Secondary Education
Elementary Education
Decision Making Skills
Interpersonal Relationship
Self-Evaluation
Occupational Information
Career Planning

CEDISS Area:

Instruction

Target Audience

K-12

Highlights

For Your Notes

Effect on Students:

This product is intended to assist students in:

1. Acquiring skills in decision making and goal setting;
2. Developing interpersonal skills and understanding of self; and
3. Becoming aware of job and educational opportunities.

Highlights | **For Your Notes**

Description:

The product consists of four parts:

1. An administrator's career education implementation guide that contains descriptions and procedures that can be useful in establishing and carrying out a career education program;
2. A basic learner outcomes for career education guide which is a book that contains a sequence of objectives for a career education program;
3. A matrix of basic learner outcomes for career education that identifies objectives in relationship to grade level and subject matter areas; and
4. A needs assessment and evaluation guide for career education which contains sample forms and test instruments that may be helpful in determining assessment of needs and evaluations of a career education program.

Materials Needed:

One Administrator's Career Education Implementation Guide
One Basic Learner Outcomes for Career Education Book
One Matrix of Basic Learner Outcomes for Career Education Book
One Needs Assessment and Evaluation Guide for Career Education

Financial Requirement:

Administrator's Career Education Implementation Guide	$ 2.98
Basic Learner Outcomes for Career Education Book	1.25
Matrix of Basic Learner Outcomes for Career Education	3.25
Needs Assessment and Evaluation Guide for Career Education	22.95

(Prices as of August 1978)

Special Training:

None.

Highlights | **For Your Notes**

Evaluation Results:

A brief memorandum provided was not sufficiently detailed to allow conclusions about the impact of the product upon students.

Bias Rating:

Overall, the material did not appear to be biased.

Services Available:

Materials and Consulting Services
I(T) WORK(S), Inc.
1204 Rio Grande
Denton, Texas 76201
(817) 387-0012

Contact for Materials and Consultation:

Partners in Career Education
1201 North Watson Road
Suite 130
Arlington, Texas 76011
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Careers: A Supplemental Reading Program - Level A

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Attitudes
Elementary Education
Occupational Guidance
Reading Instruction
Writing

CEDISS Area:

Instruction

Target Audience

Grade 4

Highlights

For Your Notes

Effect on Students:

This reading program is designed to help students:

1. Develop reading and writing skills;
2. Examine feelings, aptitudes, and interests related to various occupations; and
3. Acquire a positive attitude toward work.

Highlights

For Your Notes

Description:

The product includes a kit that contains:

Two copies of 32 story folders. Each story tells about attitudes, abilities, and skills of persons and their occupations. Each story points out how the abilities, attitudes, and skills help those persons do their jobs.

Two copies of 32 student activity cards. The activity cards go with the story folders. Each card has statements that request responses either oral or in writing. Each card contains questions for testing purposes, and a resource listing for additional occupation information.

A poster that has photographs and sketches of some of the occupations described in the kit.

Thirty student management folders that are designed to serve as a storage for student work.

A teacher's manual that contains a description of each activity card, answers to the questions on the student activity cards, and additional resources to assist in acquiring information about a variety of occupations.

One filmstrip and cassette that give an overview of the program. It is designed to orient students and parents to the program.

Materials Needed:

Two copies of 32 story folders
Two copies of 32 activity cards
Thirty student management folders
One sound filmstrip
One motivational poster
One teacher's manual

Financial Requirement:

Level A (4th Grade)	$96.00
Teacher's Manual (separately)	1.50
Student Management Folders (separately)	.66 (each)

(Price as of August 1978)

Special Training:

None.

Highlights

For Your Notes

Evaluation Results:

No evaluation data were available.

Bias Rating:

Overall, the product was not severely biased. However, in a few instances, men and women were placed in stereotyped occupational roles. There was a slight pictorial underrepresentation of blacks and other ethnic groups. No handicapped persons appeared in any pictures.

Services Available:

None identified.

Contact for Materials and Consultation:

Careers: A Supplemental Reading Program
Harcourt, Brace Jovanovich, Inc.
7555 Caldwell Avenue
Chicago, Illinois 60648
(312) 647-8822

ADDITIONAL REVIEWER COMMENTS

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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CEDISS Product Fact Sheet 181

CAREER EDUCATION
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Careers: A Supplemental Reading Program - Level B & Level C

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Attitudes
Elementary Education
Reading Instruction
Self-Evaluation
Writing

CEDISS Area:

Instruction

Target Audience

Grades 5-6

Highlights

Effect on Students:

This product is a reading program that is designed to help students to:

1. Develop reading and writing skills;
2. Examine feelings, aptitudes, and interests related to various occupations;
3. Acquire a positive attitude toward work; and
4. Develop letter writing and reporting skills.

For Your Notes

010979

Highlights

For Your Notes

Description:

There is a kit for Grade 5 (Level B) and a kit for Grade 6 (Level C). The components are the same in each kit but the occupations described on the story folders are different for each level.

A kit contains:

Two copies of 32 story folders. Each story tells about attitudes, abilities, and skills of persons and their occupations. Each story points out how the abilities, attitudes, and skills help those persons do their jobs.

Two copies of 32 student activity cards. The activity cards go with the story folders. Each card has statements that request responses either oral or in writing. Each card contains questions for testing purposes, and a resource listing for additional occupation information.

A poster that has photographs and sketches of some of the occupations described in the kit.

Thirty student management folders that are designed to serve as a storage for student work.

A teacher's manual that contains a description of each activity card, answers to the questions on the student activity cards, and additional resources to assist in acquiring information about a variety of occupations.

One filmstrip and cassette that gives an overview of the program. It is designed to orient students and parents to the program.

Materials Needed:

Two copies of 32 story folders
Two copies of 32 activity cards
Thirty student management folders
One sound filmstrip
One motivational poster
One teacher's manual

Financial Requirement:

Level B or Level C (5th or 6th Grade)	$96.00
Teacher's Manual (separately)	1.50
Student Management Folders (separately)	.66 each

(Prices as of August 1978)

Special Training:

None.

Highlights | **For Your Notes**

Evaluation Results:

No evaluation data were available.

Bias Rating:

Overall, the product was not severely biased. However, in a few instances, men and women were placed in stereotyped occupational roles. There was a slight pictorial underrepresentation of blacks and other ethnic groups. No handicapped persons appear in any pictures.

Services Available:

None identified.

Contact for Materials and Consultation:

Harcourt, Brace, Jovanovich, Inc.
7555 Caldwell Avenue
Chicago, Illinois 60648
(312) 647-8822

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CEDISS Product Fact Sheet 182

CAREER EDUCATION PRODUCT FILE

michigan department of education

Career Exploration Project

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Daily Living Skills
Decision-Making Skills
Life Roles/ID
Interpersonal Relationship
Secondary Education
Self-Concept

CEDISS Area:

Instruction

Target Audience:

Junior and Senior High School

Highlights

For Your Notes

Effect on Students:

The product is designed to help students acquire:

1. An awareness and acceptance of self, of others, and the development of interpersonal skills;
2. An understanding of the education, work, family, citizen, and leisure worlds;
3. An understanding of the decision-making processes and the skills that are related to life-career planning; and
4. Prerequisite skills and knowledge which could lead to meaningful life-career goals.

Description:

This program is made up of the following components:

"Career Exploration Item Pool Booklet" that contains 27 sets of test items. This collection of items is designed to provide needs assessment data which teachers can use in identifying career exploration goals and objectives. It also is designed to provide evaluation data regarding the extent to which a career exploration program has helped students. The booklet contains step-by-step guidelines on how to use and implement the item pool for needs assessment purposes and evaluation purposes.

"Jobline: A Guide to Exploration." This teacher's guide focuses on ideas for activities related to decision-making skills, communication skills, and information-seeking skills. This guide contains teacher instructions, a set of the student material, and materials for duplication. This guide also contains copies of various forms, guidelines, and lists of equipment for each student activity for student use.

050279

Highlights

For Your Notes

The "Student Manual" has a workbook format that requires the student to identify lists, read about tips on completing forms, and research of occupational interests. The manual is designed to be fairly self-explanatory; however, the teacher leads self-assessment activities.

"Career Exploration High School Ideas for Activities: Grades 9-12 Teacher's Guide." This guide provides ideas for activities which lead students to information on the decision-making process and goal setting that is based on their interests, aptitudes, and attitudes. This guide contains seven modules from which the teacher selects the number of lessons or activities and their sequence. The guide also contains hints for implementation, a suggested course outline, various teaching techniques, sets of activities' descriptions for each of the seven modules, and evaluation suggestions.

"Junior High/Middle School Unit Modules Teacher's Guide." This set of 18 modules focuses on the following:

Animal Care
Auctions
Aviation Careers
Consumer Testing
Exploring Careers in Advertising
Exploring Careers in Business and Office
Exploring Careers in Health
Exploring Careers in Teaching
Food, Glorious Food
Getting in Touch
Guess What? I'm a Citizen Consumer
Leisure Life Role Experiences
Literary Careers
Mission Possible
Putting It All Together
So You Wanna Be: A Dental Laboratory Technician
A Medical Laboratory Technician
A Medical Records Technician
A Physical Therapy Assistant
Why People Create

Each module contains descriptions of lesson plans, objectives, lesson preparation hints, and pre- and post-test questions and keys. Many also contain descriptions of alternative lesson plans, special materials which may need to be duplicated and ready for distribution, and needed equipment.

"Career Exploration Cruisemate (Student Booklet)." This booklet is to assist students to record, independently in a journal, certain exploration activities in and out of the classroom. From such journal entries, the students evaluate their personal growth through the use of a "Skill-A-Lizer" and a skill listing sheet. Students use the sheets to rate their achievement of certain skills useful in career planning, acquiring a system for recording and evaluating experiences that provide knowledge of self, and gaining information about jobs.

The "Teacher/Guidance Personnel Guide" contains objectives and strategies to assist students in completing the Cruisemate activities.

"How to Build a Module," a guide to help teachers, counselors, curriculum specialists, and other school personnel develop modules or units. This guide contains the U.S. Office of Education occupational cluster descriptions, hints for construction, and a listing of simulation activity ideas.

A "Feedback Form" which is a sample of an inservice reaction instrument.

Highlights **For Your Notes**

A **"Bibliography"** of career exploration project materials containing a description of the materials, unit module titles by subject area, and a material price list.

These materials can be used with special education students.

Materials Needed:

See listing under "Financial Requirement"

Financial Requirement:

Career Exploration Student Needs Assessment Final Item Pool	$ 3.00
Jobline: A Guide to Exploration (junior high materials packaged in sets of 10)	$10.00/set
Career Exploration High School Ideas for Activities Book of 18 Units	$ 8.00
Junior High/Middle School Unit Modules (18 units/modules in a set)	$20.00/set
Animal Care	
Auctions	
Aviation Careers	
Consumer Testing	
Exploring Careers in Advertising	
Exploring Careers in Business and Office	
Exploring Careers in Health	
Exploring Careers in Marketing and Distribution	
Exploring Careers in Teaching	
Food, Glorious Food	
Getting in Touch	
Guess What? I'm a Citizen Consumer	
Leisure Life-Role Experiences	
Literary Careers	
Mission Possible	
Putting It All Together	
So You Wanna Be: A Dental Laboratory Technician	
A Medical Laboratory Technician	
A Medical Records Technician	
A Physical Therapy Assistant	
Why People Create	
Career Exploration Cruisemate (student booklet) and Teacher/Guidance Personnel Guide (packaged in sets of 10 student booklets and one teacher/guidance personnel copy.)	$ 8.50/set
How to Build a Module	no charge
Feedback Form	no charge
Bibliography	no charge

(Prices as of January, 1979)

Special Training:

Inservice is recommended. An awareness session is approximately 2-3 hours in length.

Evaluation Results:

An evaluation of the staff development showed consistent pre-post test gains. Field testing was reported as completed, with considerable effort expended developing a student item pool. At the time of the review, results were not yet available and information about any effect on students was pending.

Bias Rating:

The materials did not appear to be biased in any way toward any group of individuals.

Services Available:

All consultant services, together with training materials, are provided without charge.

Highlights

For Your Notes

Contact for Materials and Consultation:

For consultation:
Jim Mahrt, Project Director
Career Exploration Project
Wayne County ISD
33500 Van Born Road
Wayne, MI 48184
(313) 326-9300

To obtain the materials:
Career Exploration Resources
Third Floor Erickson Hall
Michigan State University
East Lansing, MI 48824

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National Forum Developmental Guidance Series

American Guidance Service, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Citizenship
Elementary Education
Family Life
Interpersonal Relationship
Self-Evaluation
Values

CEDISS Area:

Instruction
Guidance

Target Audience

Grades 4-6

Highlights

For Your Notes

Effect on Students:

The product is designed to help students to:

1. Learn about self;
2. Understand the purpose of school activities;
3. Understand their responsibilities to home and family;
4. Develop interpersonal relationships and responsibilities;
5. Begin occupation exploration; and
6. Examine value concepts.

Description:

The series has three teacher's editions. Within each teacher edition, there is a complete student text and a guide. The guide describes the philosophy, structure, and purpose of the text. The stories in the student text are about common problems and concerns considered by the developer as typical of this age group. At the end of each story are vocabulary words and their definition, topics for discussion, and activity ideas.

Highlights | **For Your Notes**

Materials Needed:

Three teacher's editions:

1. Everywhere We Go (4th Grade)
2. The People Around Us (5th Grade)
3. Seeing Ourselves (6th Grade)

Financial Requirement:

Everywhere We Go - Teacher's Edition	$6.80
The People Around Us - Teacher's Edition	6.65
Seeing Ourselves - Teacher's Edition	6.70

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

Prepublication testing of the texts was performed with more than 1,000 students. Seventy-two percent of the students rated the texts as very easy to read. No information was provided regarding the impact of texts upon students.

Bias Rating:

The training manual was reviewed. It did not appear to be biased in any way toward any group of individuals.

Services Available:

None identified.

Contact for Materials and Consultation:

AGS Education Publishers
E.L. Kirchoff, Area Director
431 North Columbine Drive
Schaumberg, Illinois 60194
(312) 885-7226

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Career Education for the Handicapped

Calhoun Intermediate School District

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Special Education
Self-Concept
Self-Evaluation
Life Roles/ID
Career Education

CEDISS Area:

Instruction

Target Audience

7-12 Special Education

Highlights

For Your Notes

Effect on Students:

The product is intended to assist teachers to develop materials that will help students to:

1. Become aware of abilities and interests;
2. Assist in developing a positive self-image; and,
3. Explore options as a worker, family member, citizen, and avocational participant.

Description:

The materials consist of two publications:

A trainer's manual that is intended to assist in conducting Career Education inservice training programs. The manual is divided into modules that contain goals and objectives, a resource material section, and ideas for activities for implementation of the training program.

An ideas for activities book designed for implementation of self-awareness and assessment, career awareness and exploration, career decision making, and career planning and placement activities in the classroom. The ideas for activities has identified academic outcomes for each activity. Each activity is specifically written to a program disability area and has goal samples.

Highlights | **For Your Notes**

Materials Needed:

One Career Education for the Handicapped: Trainer's Manual
One Ideas for Activities for Special Education Book

Financial Requirement:

Career Education for the Handicapped: Trainer's Manual	$57.00
Ideas for Activities for Special Education Book	4.00

(Prices as of 1978)

Special Training:

An inservice is recommended but is not required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The reviewer found no bias in either of the publications.

Services Available:

None identified.

Contact for Materials and Consultation:

Career Education Resources
Michigan State University
Erickson Hall
East Lansing, MI 48824
(517) 373-4397

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The Language of Work

Educational Design, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Interpersonal Relationship
Work Environment
Business
Job Skills

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

Effect on Students:

The materials are designed to help students:

1. To be able to work with and respond to people on the job, such as supervisorsand customers;
2. To understand how a company operates, the role of unions, and basic safety procedures: and
3. To know about common business forms and the purposes of each.

For Your Notes

Highlights

For Your Notes

Description:

The program is designed to be administered on an individual self-paced basis. It includes:

- Twelve lesson tapes, each having its own topic, containing an incident, a discussion, lesson questions, and a summary. The topics are: "Understanding Instructions," "Safety," "Sales and Customer Service Skills," "Handling Trouble Situations with Customers," "The Structure of a Company, Unions, and Employee Association," "Company Money Matters," "Shipping and Receiving," and "Ordering and Billing;"
- Three discussion tapes with situations designed to prepare a class or small group for a 10-20 minute discussion;
- A Student Record Book which is a workbook that contains questions for each lesson tape and sample business forms as references to go with some of the questions; and
- An Instructor's Guide which tells how the program is set up, how to use the cassettes, transparencies, and record books, and suggestions of enrichment activities.

Materials Needed:

One box of 15 cassettes
Twelve (12) overhead transparencies
One instructor's Guide
Twenty-four (24) Student Record Books

Financial Requirement:

15 tape cassettes
12 overhead transparencies
24 student record books
1 instructor's guide $175.00

(Price as of 1978)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Highlights

For Your Notes

Bias Rating:

One package of transparencies, a student record book, a teacher's guide, and 15 tapes were reviewed. Overall, the product did not indicate a severe bias toward any group of individuals. However, there was a slight bias toward stereotyped occupational roles.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associates
Box 313
Troy, Michigan 48099
(313) 689-2990

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Girls and Boys Men and Women

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Self-Concept
Sex Stereotypes

CEDISS Area:

Instruction

Target Audience

Intermediate, Junior High

Highlights

Effect on Students:

The product is intended to help the student become aware of the changing sex roles of men and women.

Description:

A set of our filmstrips and four cassette tapes with the following titles:

"I'm Glad to Be Me"
"Times Have Changed"
"Changes and Problems"
"I Can Be . . ."

The filmstrips focus on pride of being unique, how roles of men and women have changed, outlines various problems that have arisen because of sex role changes, and various degrees of freedom in sex roles of today.

The teacher's guide contains a description of the purpose of the program followed by the summaries of the filmstrips, information on points to look for in attitudes of the students, and evaluation activities. A suggested reading list for students is given at the end of the guide.

For Your Notes

010979

Highlights	For Your Notes
Materials Needed: Four filmstrips and four cassette tapes One teacher's guide	
Financial Requirement: Four filmstrips and four cassette tapes One teacher's guide $58.00 (Price as of Fall 1978)	
Special Training: None.	
Evaluation Results: No evaluation data were available.	
Bias Rating: Four filmstrips and four cassette tapes were reviewed. The product, overall, did not indicate a bias toward any group of individuals. However, there was an under-representation of the handicapped throughout the product.	
Services Available: None identified.	
Contact for Materials and Consultation: Learning Tree Filmstrips 934 Pearl Street Box 1590, Dept. 375 Boulder, Colorado 80306	

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CAREER EDUCATION PRODUCT FILE

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Why We Work

Learning Tree Filmstrips

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Consumer Education
Elementary Education
Occupational Information
Secondary Education

CEDISS Acea:

Instruction

Target Audience

Primary, Intermediate, Junior High

Highlights

For Your Notes

Effect on Students:

This product is intended to help students:

1. Understand the meaning of work;
2. Become aware of why people work; and
3. Become aware of various types of occupations.

Description:

The product consists of four filmstrips, four cassettes, and one teacher's guide packaged in a box.

The titles and content of the filmstrips are:

"Things We Need." This filmstrip stresses the basic need of food, shelter, and clothing. The setting of an Early American settlement depicts the types of work that had to be done to provide all the needs. The filmstrip then shows the present-day division of labor concept.

"Things We Want." This filmstrip focuses on the differences between needs and wants and how needs and wants are perceived differently by individuals.

Highlights

For Your Notes

"Liking a Job." This filmstrip show interviews with men and women doing a wide variety of jobs. It points out the various personal satisfactions people receive from work.

"Everyone Works." This filmstrip points out that daily living can be categorized into aspects of work. People work to live, prepare for the future, hobbies are work, chores are work, and learning is work.

The teacher's guide contains an overview of the program and suggestions for using the filmstrips. Some evaluation activities are listed.

Materials Needed:

Four filmstrips
Four cassette tapes
One teacher's guide

Financial Requirement:

Four filmstrips Four cassette tapes One teacher's guide	$58.00
Individual filmstrip and cassette	$17.00

(Price as of July 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Four filmstrips and cassette tapes were reviewed. Overall, the product did not appear to be biased. Handicapped persons were not shown or represented in the product.

Services Available:

None identified.

Contact for Materials and Consultation:

Learning Tree Filmstrips
934 Pearl Street
Box 1590, Dept. 375
Boulder, Colorado 80306

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Being You

Learning Tree Filmstrips

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Emotional Response
Individual Characteristics
Interpersonal Relationship
Physical Characteristics
Secondary Education
Self-Concept

CEDISS Area:

Instruction

Target Audience

Primary/Intermediate

Highlights

For Your Notes

Effect on Students:

The product is designed to help the students to:

1. Become aware of the body structure and what its functions enable them to do;
2. Understand emotions and how to accept them;
3. Become self-accepting; and
4. Understand that all persons have different ways of doing things and different emotions, and that these human differences make each one of us a unique individual.

Description:

The product is packaged as a box that contains four filmstrips, four cassette tapes, and a teacher's guide.

The titles and content of the filmstrips and tapes are:

"Your Wonderful Body." This filmstrip shows actions of various parts of the human body as it performs in work or at play.

CEDISS Product Fact Sheet 188

Highlights

"Your Very Own Feelings." This filmstrip explains what emotions are and that people express their feelings in different ways.

"Liking Yourself." This filmstrip focuses on how everyone makes mistakes and that there are ways to control negative emotions.

"Your Special Place." This filmstrip points out that everyone is unique and has a special place in the world and there are some things all people have in common.

The teacher's guide provides an overview of each filmstrip plus objectives and summaries. Some enrichment activities are suggested for each filmstrip.

Materials Needed:

Four filmstrips
Four cassette tapes
One teacher's guide

Financial Requirement:

Four filmstrips	
Four cassette tapes	
One teacher's guide	$58.00
Individual filmstrip and cassette	$17.00

(Price as of July 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Four filmstrips and cassette tapes were reviewed. The product, overall, did not indicate a bias toward any group of individuals. However, there is an under-representation of the handicapped throughout the product.

For Your Notes

Highlights	For Your Notes
Services Available: None identified.	
Contact for Materials and Consultation: Learning Tree Filmstrips 934 Pearl Street Box 1590, Dept. 375 Boulder, Colorado 80306	

ADDITIONAL REVIEWER COMMENTS

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Working with Animals

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Descriptors:

Elementary Education
Secondary Education
Animal Science
Individual Characteristics
Occupational Information

CEDISS Area:

Instruction

Target Audience

Primary-Middle Grades

Highlights

For Your Notes

Effect on Students:

The materials are intended to help students:

1. Become aware of jobs that are related to animal and wildlife care; and
2. To have an understanding of personal attributes that are necessary for work with animal care and wildlife.

Highlights | **For Your Notes**

Description:

The product consists of a kit containing six filmstrips, six cassette tapes, and a teacher's guide.

The titles of the filmstrips and cassette tapes are:

Animal Careers for You
Canine Control Office — Kennel Worker
Pet Shop Worker — Dog Groomer
Veterinarian Aides — Zoo Keeper
Park Naturalist — Conservation Officer
Human Educator — Obedience Trainer

Each filmstrip shows the worker on the job. The worker's job and skills that are necessary for the job are also described.

The teacher's guide has an introduction to each filmstrip and has suggested follow-up activities.

Materials Needed:

Six filmstrips
Six cassette tapes
One teacher's guide

Financial Requirement:

Six filmstrips Six cassette tapes One teacher's guide	$84.00

An individual filmstrip with cassette tape is available at $14.00 per set.

(Price as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Highlights

For Your Notes

Bias Rating:

Six filmstrips and tapes were reviewed. In general, the product did not reveal a bias toward any group of individuals. However, handicapped persons were not shown or discussed.

Services Available:

None identified.

Contact for Materials and Consultation:

Troll Associates
320 Route 17
Mahwah, New Jersey 07430

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Families

Troll Associates

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Consumer Education
Elementary Education
Family Life

CEDISS Area:

Instruction

Target Audience

Grades K-4

Highlights

Effect on Students:

This product is intended to:

1. Help students to understand what constitutes a family; and
2. Help students to become aware of six basic needs of families.

Description:

The product includes a set of six filmstrips, three cassette tapes, and one teacher's guide.

The titles of the filmstrips are:

"Families Need People"
"Families Need Clothing"
"Families Need Money"
"Families Need Food"
"Families Need Homes"
"Families Need Machines"

Each filmstrip depicts one of the six basic needs of a family and a description of ways the need is fulfilled.

The teacher's guide has the objectives stated for each filmstrip and suggested supplementary activities.

For Your Notes

Highlights | **For Your Notes**

Materials Needed:

Six filmstrips
Three cassette tapes
One teacher's guide

Financial Requirement:

Six filmstrips Three cassette tapes One teacher's guide	$78.00

The filmstrips may be purchased in sets of two:

"Families Need People" "Families Need Food" 1 cassette tape	$26.00
"Families Need Clothing" "Families Need Homes" 1 cassette tape	$26.00
"Families Need Money" "Families Need Machines" 1 cassette tape	$26.00

(Prices as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The six filmstrips and three cassette tapes presented a stereotyped picture of families. No single families were shown or discussed. The family members portrayed stereotyped family roles. Handicapped persons were not included in the filmstrips.

Services Available:

None identified.

Contact for Materials and Consultation:

Troll Associates
320 Route 17
Mahwah, New Jersey 07430

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Me, That's Who

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Descriptors:

Elementary Education
Individual Characteristics
Interpersonal Relationships
Physical Characteristics
Self-Concept

CEDISS Area:

Instruction

Target Audience:

Grades K-3

Highlights

For Your Notes

Effect on Students:

The product is designed to help students develop a sense of uniqueness of self.

Description:

The product includes a kit that contains four filmstrips, two cassette tapes, and one teacher's guide.

The filmstrip titles and contents are:

"I Have a Body." This filmstrip points out the parts of a human body and how they function alone and together to perform tasks.

"I Have a Mind." A filmstrip that points out things a mind can do and how a mind can contain thoughts, dreams, and feelings.

"What Can I Do By Myself." This filmstrip is intended to give a sense of individuality when the viewer sees different people doing the same thing in different ways.

"Friends Together - What We Can Do." The intent of this filmstrip is to show the viewer what things can be accomplished with other people and that working together has certain rewards.

Highlights

For Your Notes

The teacher's guide is a pamphlet that gives the objectives for each filmstrip, a synopsis of each filmstrip, and suggestions for activities for each filmstrip.

Materials Needed:

Four filmstrips
Two cassette tapes
One teacher's guide

Financial Requirement:

Four filmstrips Two cassette tapes One teacher's guide	$52.00 per kit

The filmstrips may be purchased in sets of two. Those sets are as follows:

"I Have a Body" "I Have a Mind"	$26.00
"What Can I Do By Myself" "Friends Together - What We Can Do"	$26.00

(Prices as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Four filmstrips and two cassette tapes were reviewed. Overall, there was little evidence of severe bias toward any group of individuals; however, boys and girls are segregated in play activities in three of the four filmstrips. Handicapped persons were not included in any film frames.

Services Available:

None identified.

Highlights	For Your Notes
Contact for Materials and Consultation: Troll Associates 320 Route 17 Mahwah, New Jersey 07430	

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Who Are You?

Troll Associates

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Descriptors:

Elementary Education
Family Life
Interpersonal Relationship
Life Roles/ID
Self-Concept

CEDISS Area:

Instruction

Target Audience

Grades K-3

Highlights

For Your Notes

Effect on Students:

This product is intended to help students understand their roles and how others perceive their roles in everyday situations in the home, classroom, and the community.

Description:

The product includes a kit that contains six filmstrips, three cassette tapes, and one teacher's guide.

The filmstrip titles and contents are:

"Who Am I, Anyway." The student sees how Davy, the main character, views the meanings of the people in his life at home, school, and at play.

"How Your Parents See You." Throughout the filmstrip, the student will see the daily life of Davy with his parents and their view of his life.

"How Your Brothers and Sisters See You." The student sees actions of feelings toward Davy by his brother and sister.

"How Your Friends See You." Through the main character's best friend, the student sees actions of friendship.

Highlights

For Your Notes

"How Grownups See You." Throughout this filmstrip, the main character deals with his world of grownups; the teacher, bus driver, father and mother of his best friend, and a salesperson.

"Who I Really Am." This filmstrip is intended as a summary of ways people see Davy; he's a son; he's a customer; he's a student. The filmstrip brings out that Davy's life roles make up his personality and that he has some of the control.

The teacher's guide is a pamphlet that gives the objectives for each filmstrip, a synopsis of each filmstrip, and a list of suggested activities.

Materials Needed:

Six filmstrips
Three cassette tapes
One teacher's guide

Financial Requirement:

Six filmstrips Three cassette tapes One teacher's guide	$78.00 per kit

The filmstrips may be purchased in sets of two at $26.00 per set. The sets are:

"Who Am I, Anyway" and "How Your Parents See You"
"How Your Brothers and Sisters See You" and "How Your Friends See You"
"How Grownups See You" and "Who I Really Am"

(Prices as of June 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Six filmstrips and three cassette tapes were reviewed. Generally, the product was not biased; however, there was a slight underrepresentation of blacks and other ethnic groups. The handicapped were not shown or discussed.

Highlights	For Your Notes
Services Available: None identified. **Contact for Materials and Consultation:** Troll Associates 320 Route 17 Mahwah, New Jersey 07430	

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What Do People Do

Troll Associates

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Descriptors:

Elementary Education
Job Skills
Occupational Information

CEDISS Area:

Instruction

Target Audience

Grades K-4

Highlights

For Your Notes

Effect on Students:

The product is intended to help students become aware of a variety of occupations and their work settings.

Description:

The product includes a kit that contains 12 filmstrips, six cassette tapes, and one teacher's manual.

Each filmstrip describes a job as told by a worker at that job. The filmstrip titles and contents are:

"My Mother Runs a Machine." This filmstrip depicts the kind of work done in a factory.

"My Father's a Mechanic." This filmstrip describes a visit to a garage with a mechanic who describes the tools that are used and the tasks of the job.

"My Father's an Electrician." This filmstrip is designed to make the viewer think about the ways we rely on electricity and the services provided by electricians.

"My Father's a Teacher." The viewer experiences a school day from the teacher's point of view.

Highlights | **For Your Notes**

"My Mother Works in an Office." The viewer meets a business secretary and sees the machines that are used in a business office.

"My Father's a Salesman." A toy salesman takes the viewer on a visit to several stores.

"My Father's an Architect." This filmstrip depicts the responsibilities of the architect, feelings of accomplishment, and the kinds of tools that are used by the architect.

"My Mother's a Homemaker." This filmstrip points out how a homemaker's job is different every day and how some of the time spent by the homemaker is related to community activities.

"My Father's a Veterinarian." This filmstrip describes a visit to a veterinarian's office. The filmstrip points out that not all vets work with pets; some treat barnyard animals, zoo animals, and animals in national parks.

"My Mother's an Artist." This filmstrip stresses the time necessary to do this kind of work.

"My Father Works in an Office." This filmstrip shows work done by a supervisor through meetings, conferences, and challenges of producing a quality product.

"My Mother Is in Advertising." This filmstrip takes the viewer on a visit to an advertising studio and shows how the worker works with words and pictures.

The teacher's guide gives an introduction to each filmstrip and has suggested activities for each one.

Materials Needed:

Twelve filmstrips
Six cassette tapes
One teacher's guide

Financial Requirement:

Twelve filmstrips Six cassette tapes One teacher's guide	$156.00 per kit

The following filmstrips can be purchased in sets of two at $26.00 per set:

"My Mother Runs a Machine" and "My Father's a Mechanic"
"My Father's an Electrician" and "My Father's a Teacher"
"My Mother Works in an Office" and "My Father's a Salesman"

(Prices as of June 1978)

Highlights	For Your Notes
Special Training: None.	
Evaluation Results: No evaluation data were available for review.	
Bias Rating: Twelve filmstrips and six cassette tapes were reviewed. Males and females were placed in stereotyped occupational roles. The product suggested the mother was to maintain a homemaker role in addition to being a career person. The handicapped were not shown or discussed.	
Services Available: None identified.	
Contact for Materials and Consultation: Troll Associates 320 Route 17 Mahwah, New Jersey 07430	

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This Is Me

Argus Communications

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Descriptors:

Elementary Education
Self-Concept
Values
Interpersonal Relationship
Career Education

CEDISS Area:

Instruction

Target Audience

Grades 4-6

Highlights

For Your Notes

Effect on Students:

The product is designed to help the student:

1. Become aware of his or her feelings about a variety of life situations;
2. Develop appreciation and respect for feelings of others;
3. Identify both positive and negative feelings about self; and
4. Become aware of preferences and values.

Description:

The materials consist of either a workbook or a set of cards for students and a teacher's guide.

The Student Workbook contains 64 pages, each with black and white outline drawings. Each page has a description of a situation and twelve lines for the student to write responses.

Each of thirty-two full-color cards contains a drawing, a statement, and two open-ended responses designed to stimulate open discussion and role playing.

The Teachers's Guide suggests how to use the program and ideas on how to implement the activities.

Highlights

For Your Notes

Materials Needed:

32 Cards or Workbook
Teacher's Guide

Financial Requirement:

32 Cards and Teacher's Guide	$10.00
10 Workbooks and Teacher's Guide	6.00

(Prices as of 1978)

Special Training:

None required.

Evaluation Results:

No evaluative data were available.

Bias Rating:

All materials contained in this product were reviewed. The product did not appear to be biased in any respect toward any group of individuals.

Services Available:

None identified.

Contact for Materials and Consultation:

Argus Communications
7440 Natchez Avenue
Niles, Illinois 60648
(800) 323-4344

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Person to Person

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Descriptors:

Secondary Education
Self-Concept
Decision Making Skills
Interpersonal Relationship
Family Life
Career Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The materials are intended to help students to:

1. Develop self-awareness and decision-making skills;
2. Develop an understanding of how people relate to each other;
3. Develop an awareness of family relationships; and
4. Develop an awareness of the meaning of work.

Highlights	For Your Notes

Description:

The materials consist of a student text, student guide, and teacher's guide.

The text contains 16 chapters divided into five units. Each unit provides experiences in human relationships for students to examine and is followed by summary questions for discussion.

The student guide contains a variety of activities related to the chapters in the text. These are activities in the form of puzzles, games, and filling in blanks. The student guide answer key provides the answers to each of the activities that are meant for self-correction purposes.

The teacher's guide contains a teaching schedule for an 18-week and 36-week course, a student questionnaire, a listing of audio-visual materials. It also contains chapter outlines, classroom activities, quips and quotes, bulletin board suggestions, suggested evaluation items and references.

Materials Needed:

Person to Person — Student Text
Person to Person — Teacher's Guide
Person to Person — Student Guide and Answer Key

Financial Requirement:

Person to Person — Student Text	$6.96
Person to Person — Teacher's Guide	4.98
Person to Person — Student Guide & Answer Key	3.85

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

Overall, the product was not biased. However, handicapped persons are under-represented.

Highlights	For Your Notes
Services Available: None identified. **Contact for Materials and Consultation:** David A. Cuff 103 South Lewis Street Saline, Michigan 48176	

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Career Search: A Personal Pursuit

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Descriptors:

Career Choice
Job Search Methods
Occupational Guidance
Secondary Education

CEDISS Area:

Guidance

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is designed to make students become aware of a process for using a collection of data from a variety of resources to select an occupation.

Description:

A student text book contains a step-by-step or sequence of lessons that assists the student in conducting a job search. The lessons in the text ask the student to examine a variety of resources for job information and requirements. This book is intended to serve as a career guidance course, class project, and an independent study project.

"Teaching Ideas for Career Search and College Survival" is an instructor's guide that describes the content of the chapters in the student text. It contains ideas for activities that are designed to reinforce each of the chapters in the text. The guide contains a bibliography and resource listing designed to assist the instructor in locating materials for student reference.

Materials Needed:

Text, Soft Cover
"Teaching Ideas for Career Search and College Survival"

Highlights	For Your Notes
Financial Requirement: Text, Soft Cover $3.96 "Teaching Ideas for Career Search and College Survival" .80 (Prices as of July 1978)	
Special Training: None.	
Evaluation Results: The publishers report that the book was extensively field-tested and then reviewed by approximately thirty guidance specialists. However, results and findings of the field test and review were not verified because data were not provided.	
Bias Rating: The reviewer found no biases in the student book or the teacher's guide.	
Services Available: None identified.	
Contact for Materials and Consultation: Lee A. Wallace Scientific Research Associates 5738 Selfridge Boulevard Lansing, Michigan 48910 (517) 393-8633	

ADDITIONAL REVIEWER COMMENTS

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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Getting It Together Reading Series About People

Scientific Research Associates

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Postsecondary Education
Language Arts
Reading Instruction
Daily Living Skills
Career Education

CEDISS Area:

Instruction

Target Audience

Grades 9-Adult

Highlights

Effect on Students:

The product is intended to help students to:

1. Strengthen basic reading comprehension and language arts skills; and
2. Develop skills and attitudes that may be helpful in dealing with problems in daily living.

For Your Notes

Highlights | **For Your Notes**

Description:

The product includes four parts:

1. A reading series that consists of 50 stories written at three reading levels with each level contained in a separate, soft-covered book. The stories are designed for students who may have a limited reading ability. The stories also focus on high interest level of the secondary-level age group. The identified levels are:

   Level 1 — second-third grade reading ability
   Level 2 — third-fourth grade reading ability
   Level 3 — fifth-sixth grade reading ability

2. A resource book for students that has exercises for every story in the three books. The exercises deal with measuring comprehension, finding information, expressing ideas, understanding attitudes, and on drawing conclusions. Some of the exercises in Level 3 require research by the student.
3. A teacher's guide containing lesson plans for each story. The topic of each story is stated, discussion topics are identified, and vocabulary words are listed.
4. A resource book answer key that contains answers for each exercise.

Materials Needed:

Readers — Level 1
Level 2
Level 3
Getting It Together — Resource Book
Getting It Together — Teacher's Guide
Resource Book Answer Key

Financial Requirement:

Soft-cover readers:

Level 1	$4.15
Level 2	4.15
Level 3	4.15
Teacher's Guide	2.30
Resource Book Answer Key	.80

A sample set (Level 1, 2, and 3 soft-cover readers, Student Resource Book, Teacher's Guide, and Answer Key) $19.70

(Price as of July 1978)

Highlights | **For Your Notes**

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

No biases were found in any part of the three reading books, teacher's guide, and a resource book.

Services Available:

None identified.

Contact for Materials and Consultation:

Scientific Research Associates
Lee A. Wallace
5738 Selfridge Boulevard
Lansing, MI 48910
(517) 393-8633

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Decision Making For Career Development

Scientific Research Associates

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Descriptors:

Secondary Education
Postsecondary Education
Job Application
Problem Solving
Simulation
Job Skills
Career Change
Career Education

CEDISS Area:

Instruction

Target Audience

Grades 8-Adult

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Identifying problem situations involving getting a job, keeping a job, or changing jobs; and
2. Identifying possible solutions to getting a job, keeping a job, or changing jobs.

Description:

The materials consist of four cassette tapes, a program guide, and a student response book.

The tapes contain nine situations or settings that are designed for students to do role-playing.

The guide contains a description of procedures for implementing the role-playing sessions. The cassettes and program guide are in a notebook.

The response book has activities designed to be used at the end of each role-playing session. The intent of the activities is to stimulate large or small group discussion. The activities require completing sentences, making checklists, and deciding on possible solutions to problems.

Highlights

For Your Notes

Materials Needed:

Four cassette tapes
Program Guide
Student Response Books

Financial Requirement:

Complete Kit	
Four cassette tapes	
Program Guide	
Set of 30 Student Response Books	$59.50

(Price as of July 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

No biases were found in any of the four tapes or the student workbook. The program guide was not reviewed.

Services Available:

None identified.

Contact for Materials and Consultation:

Scientific Research Associates
Lee A. Wallace
4738 Selfridge Boulevard
Lansing, MI 48910
(517) 393-8633

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The Job Ahead: A Career Reading Series

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Attitudes
Job Skills
Occupational Information
Postsecondary Education
Reading Instruction
Secondary Education

CEDISS Area:

Instruction

Target Audience

Grade 7-Adult

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Developing reading skills; and
2. Attaining information about some occupations and their required skills.

Description:

The product includes a reading series that contains stories at three reading level ranges:

Level 1 - Second-third reading ability
Level 2 - Third-fourth reading ability
Level 3 - Fifth-sixth reading ability

The stories are about people at work and situations that occur, expectations by workers about their jobs that are not realized, descriptions of attitudes of some workers, and descriptions of various job responsibilities with some emphasis on personal attitudes and feelings of people at their jobs and homes.

Highlights

For Your Notes

Four resource books have a workbook format. The lessons deal with sequencing, recall, vocabulary, writing responses to role playing situations, and completing exercises related to some jobs that are in the stories.

An instructor's handbook contains the purpose and synopsis of each story in the reading series, comprehension skills, discussion topics, subject matter tie-in of the resource book activities, and identification of exercises that reinforce occupational and social skills.

Materials Needed:

The Job Ahead, Level I
The Job Ahead, Level II
The Job Ahead, Level III

Resource Books (4 booklets per set - 1 set per student)

Instructor's Handbook

Financial Requirement:

The Job Ahead, Level 1	$ 4.25
The Job Ahead, Level 2	4.25
The Job Ahead, Level 3	4.25
The Job Ahead, Resource Books (four-volume set, one set per student)	4.25
The Job Ahead, Instructor's Handbook	3.95
Specimen Set	20.95

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Highlights

For Your Notes

Bias Rating:

No biases were found in the materials.

Services Available:

None identified.

Contact for Materials and Consultation:

Lee A. Wallace
Scientific Research Associates
5738 Selfridge Boulevard
Lansing, Michigan 48190
(517) 393-8633

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It's OK for Me: It's OK for You

Paramount Communications

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Emotional Response
Interpersonal Relationship
Self-Concept

CEDISS Area:

Instruction

Target Audience

Grades 2-5

Highlights

For Your Notes

Effect on Students:

This product is designed to help students to:

1. Become aware of the meaning of mistakes;
2. Become aware of the meaning of strong emotions such as anger;
3. Develop empathy for others for their mistakes or anger; and
4. Develop a positive self-concept despite mistakes they may have made or feelings of strong emotions they may have had.

Description:

The product includes four filmstrips and four cassettes with the titles:

"It's OK to Be Angry." This filmstrip contains a description of emotions and how anger is a strong emotion and a typical feeling of people.

"It's OK to Make Mistakes." This filmstrip contains a description of the meaning of "mistake" and the reinforcement of self-worth.

Highlights	**For Your Notes**
"If It's OK for Me, It's OK for Others." This filmstrip describes empathy and acceptance of mistakes and strong emotions. "What Would You Do?" This filmstrip has open-ended situations which ask for student responses to the topics of strong emotions and mistakes. A guide accompanies the filmstrips and cassettes. It contains a description of the content of each filmstrip. Several suggested follow-up activities are described.	
Materials Needed: Four filmstrips Four cassette tapes One teacher's guide	
Financial Requirement: Four filmstrips Four cassette tapes One teacher's guide $78.00 The set is also available in Spanish.	
Special Training: None.	
Evaluation Results: No evaluation data were available.	
Bias Rating: Four filmstrips and four cassette tapes were reviewed. The product, overall, did not appear to be biased toward any group of individuals. However, the handicapped were not shown or discussed.	
Services Available: None identified.	

Highlights	**For Your Notes**
Contact for Materials and Consultation: Caswell & Caswell 3571 Newgate Road Troy, Michigan 48084 (313) 644-8115	

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Introducing Career Concepts, Series 1

Scientific Research Associates

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Secondary Education
Self-Concept
Occupational Information
Job Skills

CEDISS Area:

Instruction

Target Audience

Grades 5-7

Highlights

For Your Notes

Effect on Students:

The product is intended to assist students in:

1. Developing a positive self-concept;
2. Recognizing how skills and knowledge and subject matter relate to occupations; and
3. Learning about different work settings.

Description:

The product consists of a teacher's guide and an inventory booklet.

The guide contains a series of lesson plans and procedures for implementing the activities. Each lesson is accompanied by a description of the tie-in with a subject matter.

The inventory booklet for students designed to be used in reviewing the lessons. It includes a self-profile sheet for summary and review purposes and an interview form for students to use when talking with workers.

Highlights	For Your Notes

Materials Needed:

Introducing Career Concepts, Series 1 — Student Inventory Booklet
Introducing Career Concepts, Series 1 — Teacher's Guide

Financial Requirement:

Introducing Career Concepts, Series 1, Inventory Booklet (Pkg. of 25)	$13.00
Introducing Career Concepts, Series 1, Teacher's Guide	2.60

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

No biases were found in either the career inventory or the teacher's guide.

Services Available:

None identified.

Contact for Materials and Consultation:

Scientific Research Associates
Lee A. Wallace
5738 Selfridge Boulevard
Lansing, MI 48910
(517) 393-8633

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Introducing Career Concepts, Series 2

Scientific Research Associates

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Secondary Education
Self-Evaluation
Values
Personal Growth
Occupational Information

CEDISS Area:

Instruction

Target Audience

Grades 7-9

Highlights

For Your Notes

Effect on Students:

The product is designed to assist students to:

1. Develop an awareness of their interests, abilities, and values;
2. Recognize opportunities for developing one's knowledge and skills;
3. Become aware of different work roles; and
4. Become aware of occupational opportunities and necessary training.

Description:

The materials consist of a teacher's guide and a student inventory booklet.

The guide contains lesson plans and procedures for implementing the ideas for activities.

The inventory booklet for students is used in reviewing the lessons on worker roles, training needs, and employment opportunities for 90 occupations. A self-profile sheet for summary and review purposes and a worker interview form are also included.

Highlights

For Your Notes

Materials Needed:

1 Introducing Career Concepts, Series 2 Inventory Booklet
1 Introducing Career Concepts, Series 2 Guide

Financial Requirement:

Introducing Career Concepts, Series 2 Inventory Booklet (pkg. of 25)	$13.00
Introducing Career Concepts, Series 2 Guide	2.00

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

The reviewer found no biases in the materials.

Services Available:

None identified.

Contact for Materials and Consultation:

Scientific Research Associates
Lee A. Wallace
5738 Selfridge Boulevard
Lansing, MI 48910
(517) 393-8633

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Career Education Activities

Scientific Research Associates

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Descriptors:

Academic Subjects/ID
Job Skills
Occupational Information
Postsecondary Education
Secondary Education

CEDISS Area:

Instruction

Target Audience

Grades 7-Adult

Highlights

For Your Notes

Effect on Students:

The product is designed to teach students how to identify the relationship of occupations to subject matter areas of English, science, social studies, math, and foreign languages.

Description:

A set of five-, six-, and seven-page pamphlets contains descriptions of activities for the academic areas of English, social studies, mathematics, language arts, and science.

The activities are designed for students to experience academic skills and relate them to certain jobs. Each pamphlet contains a job title listing.

Materials Needed:

Five Career Education activities pamphlets titled:

"Social Studies"
"English"
"Mathematics"
"Language Arts"
"Science"

Highlights		For Your Notes
Financial Requirement:		
Set of five Career Education activities pamphlets	$5.90	
(Price as of July 1978)		
Special Training:		
None.		
Evaluation Results:		
No evaluation data were available.		
Bias Rating:		
The five pamphlets were reviewed. A slight bias was found in job titles. Two or three job titles listed in each pamphlet were stereotyped, e.g. salesman. The job titles were not reflected in any of the teacher activities.		
Services Available:		
None identified.		
Contact for Materials and Consultation:		
Lee A. Wallace Scientific Research Associates 5738 Selfridge Boulevard Lansing, Michigan 48910 (517) 393-8633		

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Men and Women

Paramount Communications

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Descriptors:

Secondary Education
Elementary Education
Career Choice
Occupational Information
Recreational Activities
Values

CEDISS Area:

Instruction

Target Audience

Grades 5-10

Highlights

For Your Notes

Effect on Students:

The product is intended to help students become aware of choices and alternatives in jobs, leisure-time activities, and values.

Description:

The product consists of a set of five filmstrips and cassette tapes and a study guide. The titles:

Man: Beyond the Image
Woman: Beyond Mystique
The Future: Love and Labor
The Marketplace: Job, Prestige, Power
Child: From Twig to Tree

The content centers around life styles, avocations, values, and roles of men and women in the American society. The subject of stereotypes is discussed.

A "Sound Filmstrip Study Guide" contains a synopsis of each filmstrip.

Highlights

For Your Notes

Materials Needed:

Five Filmstrips
Five Cassette Tapes
Teacher's Guide

Financial Requirement:

5 filmstrips, 5 cassette tapes, and teacher's guide	$88.00

(Price as of July 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

Five filmstrips and cassette tapes were reviewed. Overall, the product was not biased. However, there is an under-representation of handicapped people.

Services Available:

None identified.

Contact for Materials and Consultation:

Caswell & Caswell
3571 Newgate Road
Troy, Michigan 48084
(313) 644-8115

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First Jobs - Modules 1 & 2

Educational Design, Inc.

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Descriptors:

Daily Living Skills
Job Application
Job Search Methods
Occupational Information
Secondary Education

CEDISS Area:

Placement

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is designed to help students become aware of:

1. How to get and keep a job;
2. Pay statements, tax forms, and how to file tax returns;
3. Job-hunting techniques; and
4. Part-time, summer, and entry-level job opportunities.

Highlights

For Your Notes

Description:

The product includes two modules, each consisting of filmstrips, cassette tapes, and a teacher's guide.

"Entering the First Job World - Module I" contains four filmstrips and two cassette tapes with the titles:

"The Job Search"
"Things to Find Out"
"Tips for Beginning Workers"
"Pay and Taxes"

The filmstrips focus on where to look for jobs, what is important to find out about jobs, hints on acceptable and impressionable behavior for beginning workers, and the types of forms that must be completed that are related to pay and taxes.

Twelve spirit masters of student activity sheets are provided. Each activity sheet can be used with or without the filmstrips. The activity requires a response such as checking an answer, completing a sentence, filling out a form, or role playing.

The teacher's guide provides a description on how to set up the program and suggested uses of each activity sheet.

"Five First Jobs - Module II" contains five filmstrips and three cassette tapes with the titles:

"Fast Foods"
"Office Work"
"Retail Stores"
"Supermarket"
"Service Station"

The specific job areas are those identified by the developer to be the areas most common for first jobs of students. Each filmstrip illustrated the kinds of jobs in each job area. Each filmstrip illustrates people performing the tasks of specific jobs.

The teacher's guide provides a description on how to set up the program and suggested uses of each activity sheet.

Materials Needed:

Module I
  4 filmstrips/2 cassette tapes
  12 spirit masters
  1 teacher's guide

Module II
  5 filmstrips/3 cassette tapes
  1 teacher's guide

Highlights	**For Your Notes**

Financial Requirement:

Modules I and II:	
9 filmstrips	
5 cassette tapes	
12 spirit masters	
1 teacher's guide	$159.00
Module I separately:	
4 filmstrips	
2 cassette tapes	
12 spirit masters	
1teacher's guide	$ 90.00
Module II separately:	
5 filmstrips	
3 cassette tapes	
1 teacher's guide	$ 90.00

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Nine filmstrips and five cassette tapes were reviewed. Overall, the materials did not reveal a bias toward any group of individuals. However, no handicapped persons were shown in the filmstrips.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associates
Box 313
Troy, Michigan 48099
(313) 689-2990

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Office of Career Education
Michigan Department of Education
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Phone: (517) 373-9490

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The World of Work
On the Job

Educational Design, Inc.

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Interpersonal Relationship
Career Education
Secondary Education

CEDISS Area:

Placement

Target Audience

Secondary (English speaking)
Secondary (Spanish speaking)
Spanish/ID

Highlights

For Your Notes

Effect on Students:

The product is intended to help students become aware of interpersonal skills that are required of many jobs.

CEDISS Product Fact Sheet 206

Highlights

For Your Notes

Description:

The product consists of lesson cassette tapes, discussion tapes, an instructor's guide, and student record booklet.

The lesson tapes are grouped under the following titles:

New on the Job
Dealing with Supervision
The Rules of the Game
Moving Up or Out

The discussion tapes are designed to be interspersed with the lesson tapes. They contain problem situations that a new employee may encounter. A 10- to 20-minute discussion session is recommended for each tape.

The instructor's guide contains a discussion guide, information on how to administer the lesson tapes, and suggestions for supplemental activities.

The student record booklet is a four-page booklet that contains instructions for using the cassettes. Space is provided for answers to lesson questions.

A Spanish version is available.

Materials Needed:

(English version)

20 cassette tapes (14 lesson and 6 discussion)
24 student record books
1 teacher's manual

(Spanish version)

14 tapes
24 student record books
1 teacher's manual

Financial Requirement:

(English version)

20 cassette tapes (14 lesson, 6 discussion)
24 student record books
1 teacher's manual $229.50

Highlights | **For Your Notes**

(Spanish version)

14 tapes
24 student record books
1 teacher's manual $169.00

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluative data were available.

Bias Rating:

Nineteen English language tapes were reviewed. Overall, the tapes were not severely biased. However, women and men were placed in stereotyped occupational roles. No mention was made of handicapped persons occupying a job of any type.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associates
Box 313
Troy, Michigan 48099
(313) 689-2900

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The World of Work
Getting a Job

Educational Design, Inc.

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Descriptors:

Career Education
Employment Interviews
Job Application
Secondary Education

CEDISS Area:

Placement

Target Audience

Secondary (English speaking)
Secondary (Spanish speaking)
Spanish/ID

Highlights

For Your Notes

Effect on Students:

The product is intended to help students to:

1. Become aware of how to contact job interviewers and set up appointments;
2. Know how to prepare for and respond in an interview and how to make a good impression during interviews; and
3. Know how to fill out application forms.

Highlights

For Your Notes

Description:

The product consists of instructional tape cassettes, discussion tape cassettes, a student record book, and an instructor's guide

The instructional cassettes are intended to familiarize students with situations that are related to getting a job. The self-instructional designed lessons require some written responses.

Three discussion tapes contain on-the-job situations designed for group discussion sessions.

The student record book is designed to be used with the lesson tapes. A score-keeping section is on each page. There is a page of questions to answer for each tape. The booklet also contains sample application forms.

The instructor's guide contains a suggested 15-day schedule for the course, a description on how to introduce and administer the course, and a description of points to cover in the discussion sessions.

A Spanish language version is available.

Materials Needed:

(English version)

12 tape cassettes (9 lesson, 3 discussion)
24 student record books
1 teacher's manual

(Spanish version)

9 lesson tapes
24 record books
1 teacher's manual

Financial Requirement:

(English version)

12 tape cassettes (9 lesson, 3 discussion)
24 student record books
1 teacher's manual $131.00

(Spanish version)

9 Spanish language lesson tapes
24 Spanish language student record books
1 teacher's manual $109.00

(Prices as of August 1978)

Highlights	For Your Notes
Special Training: None.	
Evaluation Results: No evaluative data were available.	
Bias Rating: Twelve English-language tapes, a student record book, and an instructor's guide were reviewed. The product revealed stereotyped occupational roles of men and women. Handicapped persons were not represented in the materials.	
Services Available: None identified.	
Contact for Materials and Consultation: Allison Associates Box 313 Troy, Michigan 48099 (313) 689-2900	

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WESEP II
Prevocational Skills Assessment And Instructional Materials

Vocational Education/Special Education Project
Central Michigan University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Interpersonal Relationship
Job Skills
Occupational Information
Special Education

CEDISS Area:

Instruction

Target Audience

Special Education

Highlights

For Your Notes

Effect on Students:

The product is intended to help students to:

1. Acquire prevocational skills;
2. Become aware of occupational interests; and
3. Become aware of physical, intellectual, and social skills required by the following ten clusters of occupations:

    Agricultural and Natural Resources
    Automotive and Power Service
    Construction
    Clothing and Textile Service
    Graphics and Communications Media
    Health Occupations
    Manufacturing
    Office and Business Occupations
    Distribution
    Food Preparation and Service

CEDISS Product Fact Sheet 208

Highlights

For Your Notes

Description:

The product consists of:

1. A "Trainer's Manual" that contains a workshop format, activities, and materials for implementing a training program for teachers of special education students. The training program focuses on learning how to use the materials with the students. The manual also contains a description of what to do prior to and during the training program.
2. An "Occupational Scramble Survey Materials Booklet" with pictures designed to survey student occupation interests.
3. An "Instructional Design Materials" book of activity descriptions containing activities that are designed to be matched with the skills required of a specific pre-vocational skill.
4. A "Prevocational Enabling Skills Survey Materials Book" containing a skills listing and performance description of skills necessary for the group of ten clusters of occupations. The book also contains coded answer sheets designed to be used for individual record keeping.
5. A "Procedural Manual" that contains directions for conducting the program.

Materials Needed:

Procedural Manual
Prevocational Enabling Skills Survey Materials
Occupational Interest Scramble Survey Materials
Instructional Design Materials
Training Manual

Financial Requirement:

Procedural Manual	$ 1.50
Prevocational Enabling Skills Survey Materials	8.50
Occupational Interest Scramble Survey Materials	7.00
Instructional Design Materials	5.00
Training Manual	15.00

(Prices as of July 1978)

Special Training:

None.

Highlights

For Your Notes

Evaluation Results:

No evaluative data were available.

Bias Rating:

The materials reviewed were the Prevocational Skills Assessment and Instructional Materials. The materials that students use are flash cards of pictorial job representation and activity descriptions. No bias was found in the activities or materials presented.

Services Available:

None identified.

Contact for Materials and Consultation:

Career Education Resources
Michigan State University
Erickson Hall
East Lansing, MI 48824
(517) 373-4397

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Employability Skills

Michigan Department of Education

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Interpersonal Relationship
Job Application
Job Search Methods
Secondary Education

CEDISS Area:

Placement

Target Audience

Secondary

Highlights

Effect on Students:

The product is intended to help students locate, obtain, and keep a job.

For Your Notes

Highlights | **For Your Notes**

Description:

The product consists of a set of eleven booklets for students termed "Employability Skills Tip Sheets," each with a teacher's guide.

The eleven booklets are in workbook form. The title and content focus of each booklet is:

"What Are the Odds." (Determine a job goal)
"Assessing Your Chances." (Build a list of possible employers)
"Shifting the Odds." (Develop facts to prove value to employers)
"Win, Place, Show." (Develop a resume)
"Placing Your Bets." (Contact employers)
"Covering Your Bets." (Handle all the paper work related to working)
"Stacking the Deck." (Get ready for job interview)
"Instant Money." (Handle the job interview)
"Jackpot." (Choose, accept, and keep the best job)
"Knowing the Score." (Once on the job, using interpersonal skills)
"Full Time Winner." (Review the skills learned)

Materials Needed:

11 Employability Skills "Tip Sheets" per student
11 Employability Skills "Tip Sheets Guides" (teacher material)

Financial Requirement:

11 Employability Skills "Tip Sheets" (student materials)	$ 5.00
11 Employability Skills "Tip Sheets Guides" (teacher material)	10.00

(Prices as of August 1978)

Special Training:

Inservice recommended.

Evaluation Results:

No evaluation data were available.

Highlights

For Your Notes

Bias Rating:

The product reveiwed consisted of eleven booklets and accompanying teacher's guides. No direct bias was found. The booklets interchanged male/female and different racial groups among the pictures but the handicapped were not presented in the pictures.

Services Available:

Training in the use of this product is available. For further information, contact Linda Letwin-Cochran, Professional Development Unit, Vocational-Technical Service, Michigan Department of Education, Lansing, Michigan 48909. Phone (517) 373-8626.

Contact for Materials and Consultation:

Career Education Resources
Erickson Hall
Michigan State University
East Lansing, Michigan 48824
(517) 353-4397

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Experience-Based Career Education

Far West Laboratory

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Education
Community Resources
Daily Living Skill
Experience
Interpersonal Relationship
Life Roles/ID
Secondary Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

Effect on Students:

The product is designed to assist students in:

1. Choosing, entering, and finding satisfaction in adult roles;
2. Interpersonal skills;
3. Learning about resources in the community; and
4. Understanding the relationship between academic skills and their practice in real life settings.

For Your Notes

Highlights

For Your Notes

Description:

This product is an alternative program of secondary education that uses the community as a school. It enables students, through individually planned programs, to utilize the expertise of large and small businesses, governmental agencies, community organizations, professionals, and other individuals to accomplish projects that require the use of academic skills. The students spend time in the community, working with volunteer resource persons and organizations.

Materials include:

1. "Management," a handbook containing the program overview and how it works.
   "Resources," a handbook containing a guide for resource development.
   "Guidance and Instruction," a handbook that contains descriptions of recommended activities and strategies for carrying them out and a description of the program.
   "Project Planning Packages," a handbook with information on how to plan and complete the projects. The projects are in the areas of commerce, communication and media, life science, physical science, and social studies.

2. "Staff Development Handbook," a handbook to assist program direction with guidelines and a structure for planning and conducting staff development activities. It contains ten activity descriptions and sample student project plans.

3. "Values and Information . . . An Approach to Evaluation Planning," a handbook that contains descriptions of evaluation approaches and methods.

4. "Guide to Adoption and Implementation Decisions," a workbook to assist decision makers in a school district concerned with possible adoption or some adaptations of the product.

This product has been validated by the Joint Dissemination Review Panel.

Materials Needed:

Four-volume set of handbooks
Guide to Adoption and Implementation Decisions
Staff Development Handbook
Evaluation Planning Handbook

Highlights | **For Your Notes**

Financial Requirement:

Four-volume set of handbooks	$70.00
Guide to Adoption and Implementation Decisions	3.00
Staff Development Handbook	6.00
Evaluation Planning Handbook	6.00
or Complete Set	$85.00

(Prices as of August 1978)

Special Training:

Training is recommended. Time is needed for planning, developing community resources, and printing forms.

Evaluation Results:

This product has been reviewed and validated by the Joint Dissemination Review Panel in Washington, D.C. This indicates that the product has been judged to be educationally sound and meaningful in terms of its impact upon students.

Bias Rating:

The product contained seven notebooks. The reviewer found no significant incidences of bias.

Services Available:

Awareness materials are available at no charge. Visitors are welcome by appointment. Arrangements can be made for visits to demonstration sites. Planning assistance, training, and technical assistance is available at cost either at the developer's or local site. Project staff may be able to attend out-state conferences. Cost-sharing may be possible.

Contact for Materials and Consultation:

Experience-Based Career Education
Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, CA 94103
(415) 565-3133

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Rural America Series

The Ohio State University

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Community Resources
Elementary Education
Environmental Influences
Life Roles/ID
Occupational Information
Rural Areas
Secondary Education
Self-Evaluation

CEDISS Area:

Guidance
Placement

Target Audience

K-14

Highlights

Effect on Students:

The product is intended to help students to:

1. Develop an understanding of self and others;
2. Understand how societal conditions make an impact on one's life;
3. Increase skill in realistic life role planning;
4. Become aware of work options suggested by their abilities, interests, aptitudes, and desired life styles; and
5. Become aware of how to use available resources in a rural community.

For Your Notes

Highlights

For Your Notes

Description:

This product consists of 16 handbooks that are divided into four areas. Each of the four areas are contained in a three-ring notebook. Titles of the areas are:

"Career Guidance Program Information" presents a description of strengths and weaknesses of rural home, school, and community settings, a model for developing career guidance programs for rural schools, and a resource section.

"Career Guidance Program Process" is a guide to planning the program, needs assessment information, behavioral objectives, and evaluation guidelines.

"Career Guidance and Counseling for Groups" presents content and process descriptions for individual counseling in rural school settings. This notebook also contains a section on career planning and placement materials.

"Career Guidance Program Support Functions" provides descriptions of procedures for staff development and community relations and involvement.

Materials Needed:

Four three-ring notebooks titled:

"Career Guidance Program Support Information"
"Career Guidance Program Process"
"Career Guidance and Counseling for Groups and Individuals"
"Career Guidance Program Support Function"

Financial Requirement:

Set of 16 booklets contained in four notebooks $85.00

(Price as of July 1978)

Special Training:

Inservice training is recommended.

Evaluation Results:

No evaluation data or results were provided.

Highlights

For Your Notes

Bias Rating:

Four large three-ring notebooks of materials were reviewed. The product did not appear to be biased in any way toward any group of individuals.

Services Available:

Inservice is available using at least one trained staff person for every 25 people. The cost is approximately $80.00 per participant plus expenses for trainer for a three-day workshop. The price includes a complete set of materials for each participant.

Contact for Materials and Consultation:

Harry N. Drier, Project Director
The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210
(614) 486-3655

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The Coping With Series

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:
Attitudes
Communication Skills
Decision-Making Skills
Elementary Education
Interpersonal Relationship
Problem Solving
Secondary Education
Values

CEDISS Area:

Guidance

Target Audience

Upper Elementary and Secondary

Highlights

For Your Notes

Effect on Students:

The purpose of the product is to help students:

1. Develop communication skills;
2. Develop social skills; and
3. Develop skills in relating and choosing.

Description:

The product includes a set of 23 student paperback books and a manual. Each of the student paperback books addresses a different topic. The topics are categorized in four parts. The titles and their topics are:

The Facts and Fantasies Books
The "Crutches" Books
"Getting Along with Others" Books
The "You-Yourself" Books

The Facts and Fantasy titles are:
1. Facts and Fantasies About Drugs
2. Facts and Fantasies About Alcohol
3. Facts and Fantasies About Smoking

Highlights

For Your Notes

The "Crutches" titles are:
1. Some Common Crutches
2. The Mind Benders
3. Alcohol as a Crutch
4. Food as a Crutch

The "Getting Along with Others" titles are:
1. Living with Differences
2. You Always Communicate Something
3. Understanding the Law of Our Land
4. Can You Talk with Someone Else
5. Easing the Scene
6. In Front of the Table and Behind It
7. To Like and Be Liked

The "You-Yourself" titles are:
1. My Life — What Shall I Do with It?
2. Do I Know the "Me" Others See?
3. Crises Youth Face Today
4. Changing Roles of Men and Women, What It Means to Youth
5. Coping with Cliques
6. I'd Rather Do It Myself, If You Don't Mind
7. Living with Loneliness
8. Parents Can Be a Problem
9. Grades, What's So Important About Them Anyway?

The points that are brought out in each of the books are reinforced by short stories or situations that are intended to illustrate the points.

The paperback manual contains procedures and suggestions for stimulating discussions about the contents of the paperbacks. The manual also has a set of two bibliographies, one for students and the other for counselors.

Materials Needed:

One set of 23 student paperback books
One manual

Financial Requirement:

One set of 23 student paperback books and one manual	$22.00
Individual Books:	
1 copy of any one book	$ 1.00
1- 14 copies	.85
15- 24 copies	.75
39- 99 copies	.70
100 or more copies of any one book	.69
Manual	$ 2.90

(Prices as of July 1978)

Highlights	For Your Notes
Special Training: None.	
Evaluation Results: No evaluation data were available.	
Bias Rating: The reviewer found a minimum amount of bias in the materials. In the book entitled, "Changing Roles of Men and Women," stereotypes of traditional family roles were presented, i.e., men still take care of their women. Most of the pictures excluded the minority groups.	
Services Available: None identified.	
Contact for Materials and Consultation: E.L. Kirchhoff American Guidance Service, Inc. 431 North Columbine Drive Schaumberg, Illinois 60194	

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PRODUCT FILE
michigan department
of education

Infusion Handbook for Counselors And Ideas for Activities

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Decision-Making Skills
Elementary Education
Learning Activities
Occupational Guidance
Postsecondary Education
Secondary Education
Self-Evaluation

CEDISS Area:

Counseling

Target Audience

K-Post Secondary

Highlights

For Your Notes

Effect on Students:

The products are intended to help guidance counselors to assist students in attaining:

1. Self-awareness and assessment skills;
2. Career awareness and exploration skills;
3. Career decision-making skills; and
4. Career planning and goal implementation skills

CEDISS Product Fact Sheet 213

Highlights | **For Your Notes**

Description:

The products are:

INFUSION HANDBOOK FOR COUNSELORS. This handbook can be used as a self-instructional guide to incorporating Career Development concepts in counseling activities. The Career Development concepts are: Self-Awareness and Assessment; Career Awareness and Exploration; Career Decision-Making; and Career Planning and Placement. The major parts of the handbook focus on three areas:

1. The process of incorporating Career Development in the curriculum.
2. Examples and explanations of two teacher/counselor lesson plans.
3. A step-by-step outline to developing a lesson that involves identifying a lesson for implementation as well as evaluation procedures.

IDEAS FOR ACTIVITIES. This book contains ideas for activities that are organized in four parts: Self-Awareness and Assessment, Career Awareness and Exploration, Career Decision-Making, and Career Planning and Placement. The activity descriptions in each of the four parts are meant to give the user examples of activities as being appropriate for certain grade levels. Each activity has a tab that identifies the grade level. Each activity has a described purpose, a recommended group size for which the activity works best, the time necessary to implement the activity, materials that are needed for the activity, a recommended setting, and implementation steps.

Materials Needed:

Infusion Handbook for Counselors
"Ideas for Activities" Book

Financial Requirement:

Infusion Handbook for Counselors	$1.50
"Ideas for Activities" Book	$6.00

(Prices as of January, 1979)

Special Training:

None required.

Evaluation Results:

No evaluation data were available.

Highlights	**For Your Notes**
Bias Rating: A slight bias was found in the material. Stereotypic or traditional labels were given to job titles, e.g., fireman, throughout the material.	
Services Available: None identified.	
Contact for Materials and Consultation: Career Education Resources Michigan State University Erickson Hall East Lansing, Michigan 48824 (517) 373-4379	

ADDITIONAL REVIEWER COMMENTS

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The Magic Circle

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Descriptors:

Career Education
Elementary Education
Feelings
Individual Characteristics
Interpersonal Relationship
Personal Growth
Self-Concept

CEDISS Area:

Instruction

Target Audience

Preschool-Grade 6

Highlights

For Your Notes

Effect on Students:

The program is designed to help students develop:

1. Understanding of self and others;
2. Self-confidence
3. Personal effectiveness; and
4. Strengthen interpersonal skills.

Description:

This set of materials includes:

An "Overview of the Human Development Program," a soft-cover booklet which covers the theory and objectives of the program. This handbook contains a chart that identifies strategies and objectives for each grade level.

This book also contains an outline of suggested group size, time and space needed, and how often sessions should be held. Results of relevant research are part of this overview as well as descriptions of the program materials, a reference list, appendices of a sample set of topics, and activities from various levels of the program.

Highlights	For Your Notes

"'The Magic Circle' Methods in Human Development Theory Manual." The purpose of this manual is to acquaint the teacher with the scope, procedures, and objectives of the program and to provide the teacher with a framework to recognize, label, and understand behaviors. It describes the circle session as one where the students are encouraged to share their feelings and to learn to listen and give attention to others. The role of the teacher is to begin the activity by explaining the topic and to take a turn relating to the topic.

"Part One" of the Manual focuses on descriptions of the child and his/her development of elementary school age levels; the communication system in the circle session; preparation for circle sessions such as group size, circle arrangements, and orientation; and a description about leading the circle sessions with samples of sessions from various activity guides.

"Part Two" of the manual contains a description of three categories or themes of all lessons. The three categories are "awareness," "mastery," "social interaction."

A **"Pre-School/Kindergarten Activity Guide,"** an activity guide containing daily lesson plans for 36 weeks. The lessons focus on identifying feelings and thoughts, personal hygiene, motor coordination, and understanding how behaviors of people affect others. The guide contains detailed information on how to conduct the circle sessions.

A **"Level I: (First Grade) Activity Guide."** The lessons deal with identifying good and bad feelings, pleasant and unpleasant thoughts, and positive and negative behaviors; practicing math and language skills in circle sessions; and understanding about getting and giving approval.

A **"Level II: (Second Grade) Activity Guide."** The lessons focus on feelings and thoughts, self-confidence and self-sufficiency, and experiences in choice and leadership.

A **"Level III: (Third Grade) Activity Guide."** The lessons focus on feelings and thoughts, the powers to be and do, and experiences in choice and leadership.

A **"Level IV: (Fourth Grade) Activity Guide."** The lessons focus on feelings and thoughts, the power to be and do, experiences in choice and leadership and social interaction of building trust, reality and fantasies, becoming more likeable, responsibility, and problem solving.

A **"Level V: (Fifth Grade) Activity Guide."** This guide contains daily lesson plans that focus on experiencing feelings, thoughts, and behaviors about self. The social interaction units focus on building trust, listening, helping, and friendship. There are supplementary activities that relate to disappointments, problems, and decision making.

Highlights

A "Level VI: (Sixth Grade) Activity Guide." The daily lesson plans of circle session topics relate to positive feelings, thoughts, and behaviors, building trust, identity, present and future, communication, and activities that relate to feeling good about continuing to be a student in school.

A "Human Development Program for Institutionalized Teenagers." This guide is designed for teenagers in correctional institutions. Some of the circle session topics are related to security and safety, acceptance, respect and self-esteem, and road blocks to communication and messages. The guide also contains information on how to implement the program and ways to create an accepting atmosphere.

The "Human Development Profile Sheet." These profile sheets are instruments designed to identify a profile of emotional and social growth of students. The profile is generally not to be shown to the student but is intended to be helpful to the teachers. This profile sheet is to be maintained for each student. A pad of 50 profile sheets is in this set.

"Magic Circle" Story and Activity Booklet. This booklet of simple-line sketches describes the procedures of the process. It contains sketches of students and their teacher during "magic circle" experiences. The story explains how the session is conducted, how the topic is introduced, and the verbal participation of the students. Suggestions for activities follow the circle session. A suggested use for this booklet is orientation of parents.

A "Supplementary Idea Guide." This guide contains ideas and suggestions for achieving skills in "Magic Circle" leadership, circle topics, community orientation, answers to questions frequently asked about "Magic Circle," how to use developmental profiles, a bibliography, and an annotated reading list.

For Your Notes

Materials Needed:

For materials needed, see listing under "Financial Requirements."

Financial Requirement:

An Overview of the Human Development Program	$5.95
Methods in Human Development: Theory Manual	$7.95
Human Development Program/Preschool-Kindergarten	$9.95
"The Magic Circle" Human Development Program/Level I	$8.95
"The Magic Circle" Human Development Program/Level II	$8.95
"The Magic Circle" Human Development Program/Level III	$8.95
Human Development Program/Level IV	$8.95
Human Development Program/Level V	$9.95
"The Magic Circle" Human Development Program/Level VI	$8.95
Human Development Program for Institutionalized Teenagers	$8.95
Developmental Profiles (set of 50)	$3.95
Magic Circle Story and Activity Booklet (each)	$ .40
Magic Circle Story and Activity Booklet (set of 10)	$3.60
Human Development Program Supplementary Idea Guide	$7.95

Highlights

For Your Notes

Special Training:

A workshop is recommended.

Evaluation Results:

A review of research regarding this product was produced by the product developers. An inspection of this review revealed mixed feelings regarding the effects of Magic Circle on self-concept, awareness and respect for self and others, and academic performance. From the findings presented in the review, no claims of effectiveness of the product are made.

Bias Rating:

The product reviewed is a series of teacher guides entitled, "The Magic Circle." There was no bias found in the materials.

Services Available:

None identified.

Contact for Materials and Consultation:

Dr. Keith Ward
Human Development Training Institute
Dept. A, 7574 University Avenue
LaMesa, California 92041
(800) 854-2166

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Me: Understanding Myself and Others

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Descriptors:

Family Life
Interpersonal Relationship
Secondary Education
Self-Evaluation
Values

CEDISS Area:

Instruction

Target Audience

Ages 12-16

Highlights

For Your Notes

Effect on Students:

The product is designed to help students:

1. Understand self;
2. Understand values and beliefs of self and others;
3. Build peer relationships and acceptance; and
4. Understand family relationships and responsibilities.

Description:

Product materials include a student text, teacher's guide, and a student guide.

The Text, "Me: Understanding Myself and Others," contains six units about (1) adolescent physical appearances and changes and feelings of adolescents; (2) parenthood from the adult point of view; (3) family relationships and the unique place of each sibling; (4) peer relationships; (5) the developmental nature of relationships between sexes during this stage of development; and (6) special problems that arise such as death, serious illness, and divorce in families. Each unit contains a list of terms and their meanings.

Highlights

For Your Notes

The Teacher's Guide covers a wide variety of topics of immediate concern to adolescents. The guide also has additional activity descriptions to supplement the text. Each set of unit lesson plans has suggestions for creating classroom climates suitable for discussions, questions to ask, suggestions for projects, and ideas for games.

The Student Guide is a workbook of questions to answer, blanks to fill in, multiple choice items, spelling lists to practice, all of which are designed to review the content of the chapters in the student text.

Materials Needed:

Textbook
Student Guide and Answer Key
Teacher's Guide

Financial Requirement:

Textbook	$6.30
Teacher's Guide	$2.31
Student Guide and Answer Key	$2.10

(Prices as of Spring 1978.)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The textbook, student guide, and teacher's guide did not appear to be biased toward any group of individuals in any way.

Services Available:

None identified.

Highlights

For Your Notes

Contact for Materials and Consultation:

David A. Cuff
103 South Lewis Street
Saline, Michigan 48176

Charles A. Bennett Company, Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

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Kindle - Who Am I?

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Descriptors:

Career Education
Elementary Education
Feelings
Individual Characteristics
Preschool Education
Self-Concept

CEDISS Area:

Instruction

Target Audience

Pre-primary/primary

Highlights

For Your Notes

Effect on Students:

The product is intended to help students focus on their early childhood world, their uniqueness and self-worth.

Description:

This product is made up of five filmstrips, five cassette tapes, and a teaching guide. The guide focuses on helping students grasp meaning in their everyday world and, in turn, build a positive self-concept. The titles and focus of the filmstrips and cassettes are:

"The Joy of Being You" points out the uniqueness and worth of every person through a variety of situations students can identify.

"Nothing Is Something to Do" depicts "doing nothing" activities of a child's daily life that are learning situations about self and the environment.

"People Packages" presents categories, organizations, and types of things that are contained in various kinds of packages.

"All Kinds of Feelings" focuses on senses and emotions of people of this age group through activities of this age group.

Highlights

For Your Notes

"Do You Believe in Wishes?" points out how dreams and wishes are a part of growing up.

All the filmstrips are designed to stimulate verbal responses through pauses between the frames that focus on certain questions.

The "Teaching Guide" contains a description of the content and aims of each filmstrip, ways to prepare the students for each filmstrip, follow-up discussion and activity suggestions, vocabulary words, and a bibliography of stories to read for follow-up. The Guide also contains the script and pictures of each frame of each filmstrip.

Materials Needed:

A kit that contains:

- 5 filmstrips
- 5 cassette tapes
- 1 Teaching Guide

Financial Requirement:

One kit that contains:

5 filmstrips	
5 cassette tapes	
1 Teaching Guide	$79.50

(Prices as of November, 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The reviewer found no significant bias in the filmstrips or cassettes. The teaching guide listed activities that could produce male/female stereotyped characters unless used with caution.

Services Available:

None identified.

Highlights	For Your Notes
Contact for Materials and Consultation: Scholastic/Kindle 900 Sylvan Avenue Englewood Cliffs, New Jersey 07632	

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CEDISS Product Fact Sheet 217

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The Michigan American College Testing Career Planning Program

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Occupational Guidance
Secondary Education
Self-Evaluation

CEDISS Area:

Guidance

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The program is designed to help students:

1. Identify interests and abilities; and
2. Make education and vocational plans.

Description:

The components of this program are designed to organize and report information that students can use in identifying interests and making plans related to those interests. The activities have students identify their interests, express and examine their abilities, and relate this information to occupations, their settings, and advanced training fields. The program components are:

"Planning," a student booklet in workbook format that contains exercises to complete part of a career planning process. Students are asked to identify their interests, working preferences, and job values. A part of this booklet contains information about job clusters and places to locate additional information about educational programs and jobs.

"The Student Report Sheet," a summary sheet of the student responses to the exercises in the student booklet.

Highlights

For Your Notes

"The Counselor's Manual," containing information on how to administer the Career Planning Program, a description of the Career Planning research service, and suggestions for using the Career Planning Program group and individual counseling service.

"A Handbook for the ACT Career Planning Program," a booklet that contains an overview of the program components and rationale. It deals with making decisions about the implementation of the program.

"Helping Students Explore Options," a booklet of ideas for activities that provides methods for increasing parent and community awareness of the Career Planning Program, ways to involve teachers and other staff members, suggestions for helping students use the student book, and follow-up activities of career investigations.

Two Newspapers, "The Decision Maker" and "A Guide for Students and Parents":

"The Decision Maker" is a newspaper for students that contains information about locations of job opportunities in Michigan, techniques for finding a job, descriptions of jobs and expected salary ranges, steps to college planning, and financing post secondary training.

"The Guide for Students and Parents" newspaper is a two-page compilation of information on how to determine and calculate financial needs.

"The High School Profile Report," containing a description of the academic and non-academic characteristics of students in Michigan who completed the ACT Assessment during the 1976-77 school year. Samples of counselor and student survey forms designed to assess the series of the program components is also in this report.

"The Planning Career Changes - Adult Book," which identifies six steps to putting together a job plan and making decisions related to occupational preferences.

Materials Needed:

Six booklets:
- Handbook for the ACT Career Planning Program
- Career Planning Program Counselor's Manual
- Planning-Career Planning Program Student Booklet
- Helping Students Explore Options Booklet
- Planning Career Changes - Adult Booklet
- The High School Profile Report Book

Two newspapers:
- A Guide for Students and Parents
- The Decision Maker

Highlights | **For Your Notes**

Sample forms:
Counselor Survey on Use of the Career Planning Program
Student Survey on Use of the Career Planning Program
Career Clusters Student Report

Financial Requirement:

Handbook for the ACT Career Planning Program	$3.00
Career Planning Program Counselor's Manual (1 copy included at no charge for each 100 sets of materials ordered. Additional copies: 1-4 copies, $1.00 each; 5 or more copies, $.50 each)	
Planning - Career Planning Program Student Booklet	$3.75 each
Planning Career Changes - Adult Book	$3.75 each

Special Training:

A workshop is recommended.

Evaluation Results:

The publishers provided a summary of the responses of 24 counselors who rated the product. It appeared that the respondents were positive in their reactions. No evidence was provided regarding the product's impact upon students.

Bias Rating:

The booklets and two newspapers did not appear to be biased toward any group of individuals.

Services Available:

The Career Planning Research Services is available to provide scoring and reporting services.

Contact for Materials and Consultation:

Dr. Michael Mulligan
American College Testing Program
Regional Office
1098 South Milwaukee Avenue
Wheeling, Illinois 60090
(312) 541-1230

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Focus on Self-Development
Stage One: Awareness

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Descriptors:

- Elementary Education
- Environmental Education
- Family Life
- Feelings/ID
- Interpersonal Relationship
- Preschool Education
- Self-Concept
- Values

CEDISS Area:

Instruction

Target Audience

Grades K-2; adaptable for pre-school

Highlights

For Your Notes

Effect on Students:

The product is designed to help students learn about self in relationship to feelings, family roles, and peer relationships.

Description:

The concepts of focus are presented in three stages, each moving the student toward increased involvement and understanding of values and how behaviors of people are influenced by their values.

"Stage One" contains a program of five units of lessons that use stories and visual aids to encourage students to think about their feelings, learn how to express their feelings, examine their role as a family member, and think about their environment.

The set of materials consists of:

A Guide that contains an overview of each unit, a description of each audio and visual aid and how to use them, suggestions of when and how to present the various units, prints and scripts to each filmstrip and photoboard;

Highlights | **For Your Notes**

"Here I Am," a student activity book designed to have each student record feelings by drawing and writing. The book is not intended to be a workbook to be graded, therefore, its primary purpose is for personal record keeping;

Seven Filmstrips and Cassettes containing short stories and situations. The content is designed to initiate discussion;

Twenty Two-Sided Photoboards are made up of photographs of familiar life situations of this age group. These photoboards are designed for discussions, role-playing, and writing sessions; and

A "Counselor Handbook" that suggests ways a counselor can assist the classroom teacher in implementing the program, ideas for working with the students, and methods for communicating to parents about the program.

Materials Needed:

A kit that contains:

- 7 cassette tapes
- 5 filmstrips
- 20 photoboards
- 1 cardboard easel
- 1 student activity book - "Here I Am"
- 1 teacher's guide

1 Counselor's Handbook

Financial Requirement:

Complete kit with cassettes	$160.50
Complete kit with records instead of tapes	$152.50
Set of cassette tapes in Spanish	$ 82.00
Counselor's Handbook	$ 3.75
"Here I Am" - Student Activity Book, package of 25	$ 15.25
or "Here I Am" Spirit Masters	$ 15.20

(Prices as of July 1978)

Special Training:

None.

Evaluation Results:

A large scale (31 teachers, 1087 pupils) field testing was undertaken. The results indicate that the teachers were positive toward the materials and the pupils were interested in the materials. No attempt was made to assess the actual impact of the materials upon the pupils adequately.

Highlights

Bias Rating:

The product reviewed contained a teacher's guide, filmstrips, cassettes, and photoboards. The reviewer found a slight bias in male/female role clarifications. Traditional labels were used in describing occupational roles.

Services Available:

A training film is available for teacher workshops.

Contact for Materials and Consultation:

Lee A. Wallace
Scientific Research Associates
5738 Selfridge Boulevard
Lansing, Michigan 48190
(517) 393-8633

For Your Notes

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Focus on Self-Development

Stage Two: Responding

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Descriptors:

- Elementary Education
- Family Life
- Feelings/ID
- Interpersonal Relationship
- Problem Solving
- Self-Concept
- Values

CEDISS Area:

Instruction

Target Audience

Grades 2-4

Highlights

Effect on Students:

The product is intended to stimulate responses to personal feelings and social relationships.

Description:

The concepts of focus are presented in three stages, each progressing to increased involvement and understanding of values and how behaviors of people are influenced by their values.

"Stage Two" is a program of nineteen units that deal with feelings, family relationships, peer relationships, and problem solving.

The set of materials consists of:

A Guide that contains an overview of each unit and lesson, a description of each audio and visual aid and how to use them, suggestions of when to present them, and prints and scripts of each filmstrip and photoboard.

"The Me I Know," a student activity book in which students write about their personal goals, things they like to do, and identify their responses to behaviors of people.

For Your Notes

Highlights

For Your Notes

Six Filmstrips and Cassette Tapes to go with unit lessons that depict life situations in a story format for students to think about and discuss.

Twenty Two-sided Photoboards and a cardboard easel for displaying the photoboards of familiar life situations to which the students can relate. They are intended for discussion purposes or ideas for drawing or writing stories.

Materials Needed:

A kit containing:

7 cassette tapes
6 filmstrips
1 teacher's guide
1 student activity book
20 two-sided photoboards
1 cardboard easel

Financial Requirement:

Complete Kit	$190.00
Complete Kit with records in place of tapes	$167.50
Student Activity Books, package of 25	$ 18.25

(Prices as of July 1978)

Special Training:

None.

Evaluation Results:

The publisher conducted a rather extensive field test with second, third, and fourth grade teachers. It appeared teachers were generally accepting the content and concepts. The evaluation was quite subjective and no data were produced concerning student impact.

Bias Rating:

The product reviewed contained a teacher's guide, filmstrips, and picture poster boards. The reviewer found slight bias in ethnic stereotypes. In the discussion, the story revealed the ethnic (minority) characters as members of low income, large families. No other minority characters were presented in the discussion. This was the only area of bias found.

Highlights	For Your Notes
Services Available: A training film is available for teacher workshops.	
Contact for Materials and Consultation: Lee A. Wallace Scientific Research Associates 5738 Selfridge Boulevard Lansing, Michigan 48910 (517) 393-8633	

ADDITIONAL REVIEWER COMMENTS

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David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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Focus on Self-Development

Stage Three: Involvement

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Family Life
Feelings/ID
Individual Characteristics
Interpersonal Relationship
Problem Solving
Self-Concept
Values

CEDISS Area:

Instruction

Target Audience

Grades 4-6

Highlights

For Your Notes

Effect on Students:

The product is designed to help students:

1. Accept themselves and others;
2. Relate their behaviors and behaviors of others to values; and
3. Make decisions involving problem-solving and social relationships.

Description:

The concepts are presented in three stages — each progressing toward increased involvement and understanding of values and how behaviors of people are influenced by their values.

"Stage Three" is a program of 18 lessons in four unit topics entitled: "Feelings," "Family Relationships," "Problem Solving," and "Social Relationships."

The set of materials consists of:

A Guide that contains an overview of each unit and lesson, a description of each audio and visual aid and how to use them, suggestions of when to present them, and prints and scripts of each filmstrip and photoboard.

Highlights | **For Your Notes**

"Being Me," a student activity book that students use to identify their feelings and thoughts on topics related to the various units. This book is intended for personal use with the students having the option of sharing answers.

Six Filmstrips accompanied by cassette tapes go with unit lessons. They depict life situations for students to think about and discuss.

Twenty Two-sided Photoboards with a cardboard easel for displaying the photoboards of familiar life situations to which the students can relate. They are intended for discussion purposes or ideas for drawings or writing stories.

Materials Needed:

A kit containing:

- 7 cassette tapes
- 6 filmstrips
- 1 teacher's guide
- 1 student activity book
- 20 two-sided photoboards
- 1 cardboard easel

Financial Requirement:

Complete Kit	$190.00
Complete Kit with records instead of tapes	$167.50

(Prices as of July 1978)

Special Training:

None.

Evaluation Results:

A field test was conducted to determine teachers' reactions to the materials. The teachers tended to be favorable. There was no reported systematic effort to assess student change.

Bias Rating:

The product reviewed contained filmstrips, cassettes, photoboards, and teacher's guide. The reviewer found no biases in the materials presented.

Highlights

For Your Notes

Services Available:

A training film is available for teacher workshops.

Contact for Materials and Consultation:

Lee A. Wallace
Scientific Research Associates
6738 Selfridge Boulevard
Lansing, Michigan 48910
(517) 393-8633

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Children's Dictionary of Occupations And Career Flashcards

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Educational Games
Elementary Education
Dictionaries
Occupational Information

CEDISS Area:

Instruction

Target Audience

K-6

Highlights

For Your Notes

Effect on Students:

The product is intended to help students acquire:

1. Skills to use the dictionary; and
2. An awareness of job titles and their job descriptions.

Description:

This product has two parts, a set of Career Flashcards and a Children's Dictionary of Occupations.

The kit of flashcards contains 50 cards, each with one job title. Each card describes an occupation through sketches, letters, and numbers designed to involve students in putting the parts together correctly to identify a job title. Questions for discussion are printed on the back of each card. Also in the box is a set of 50 cards designed for student use such as small group practice. The kit also includes a teacher's guide sheet.

The Children's Dictionary of Occupations contains 300 job descriptions, each accompanied by a sketch of a person doing the job that is defined. The book has a dictionary format.

Highlights | **For Your Notes**

Materials Needed:

1 box containing a set of teacher-guided flashcards and a set of student flashcards.

1 book entitled, "Children's Dictionary of Occupations."

Financial Requirement:

1 Career Flashcards Set	$9.00
1 Children's Dictionary of Occupations	$7.00

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The product reviewed was the Dictionary of Occupations. The reviewer found no significant bias in the materials.

Services Available:

None identified.

Contact for Materials and Consultation:

Career Futures, Inc.
2100 Locust Street
Philadelphia, Pennsylvania 19103
(215) 732-9191

Current contact for materials:

Allison Associates
P.O Box 313
Troy, Michigan 48099
(313) 689-2990

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Career Card File And Occupation Photographs

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Academic Subjects/ID
Job Skills
Occupational Information
Secondary Education

CEDISS Area:

Instruction

Target Audience

Junior High

Highlights

For Your Notes

Effect on Students:

The product is designed to help students to:

1. Develop arithmetic, spelling, research, and reading skills; and
2. Become aware of skills related to jobs in hairstyling, postal services, food services, law enforcement, the telephone company, auto mechanics, plumbing, carpentry, and truck driving

Highlights | **For Your Notes**

Description:

The product consists of a file box of activity cards and a packet of photographs.

The "Career Card File." This file box of activity cards is intended as a teacher resource file. Each card in this file box contains a description of an activity that has students practice an academic skill that has some relationship to an occupation.

The cards in the box are sorted by nine occupations: Hairstyling, postal services, food services, law enforcement, the telephone company, auto mechanics, plumbing, carpentry, and truck driving. A set of introductory activity cards is a part of the set. This set of cards is designed to help students develop an orientation to the world of work. It is titled "Career Awareness."

The "Occupation Photographs" packet is made up of 18 photographs of workers on the job in the nine occupation areas. These photograph cards are directly related to the career awareness section in the Career Card File.

Materials Needed:

Career Card File
Occupation Photographs

Financial Requirement:

Career Card File	$25.00
Occupation Photographs	4.00

(Prices as of August 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

Some significant bias appeared in the cards and photographs. Racial groups depicted in the photographs were under-represented and the materials used masculine gender in the job titles.

Highlights	For Your Notes
Services Available: None identified.	
Contact for Materials and Consultation: Developmental Learning Materials 7440 Natchez Avenue Niles, Illinois 60648	

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CEDISS Product Fact Sheet 223

CAREER EDUCATION PRODUCT FILE

michigan department of education

Career Learning Packages

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Decision-Making Skills
Individual Characteristics
Interpersonal Relationship
Occupational Information
Secondary Education
Self-Concept
Sex Stereotypes

CEDISS Area:

Instruction

Target Audience

Grades 6-10

Highlights

Effect on Students:

The product is designed to help students:

1. Develop a positive self-concept;
2. Develop interpersonal skills;
3. Develop decision-making skills; and
4. Become aware of different lifestyles.

Description:

Twelve Student Activity Booklets contain worksheets that require filling in blanks, completing sentences, and identifying checklists. The titles of the books are:

Discovering Myself
Seeing Others
Communication
Group Dynamics
Cooperation
Lifestyles
Stereotyping
Exploring Careers
How to Study Occupations
Changing Roles of Women and Minorities
Work, Play, Family, Friends
Decision-Making

A Notebook of Teacher's Manuals corresponds with the student activity booklets. The manuals contain overviews of each student activity booklet and procedures for implementation. The notebook of teacher's manuals also contains the student booklets.

For Your Notes

Highlights

For Your Notes

A Competency Tests User's Manual contains a competency test and answer sheet that goes with each of the student activity booklets.

Materials Needed:

A set:

12 Student Booklets

Discovering Myself
Seeing Others
Communication
Group Dynamics
Cooperation
Lifestyles
Stereotyping
Exploring Careers
How to Study Occupations
Changing Roles of Women and Minorities
Work, Play, Family, Friends
Decision-Making

1 Competency Tests User's Manual
1 Teacher's Manuals Notebook

Financial Requirement:

1 Set $79.00 plus $1.00 for postage and handling

(Price as of September 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The product reviewed contained 12 student booklets and accompanying teacher's guide. The reviewer found no significant biases in the narrative. There was an under-representation of racial groups in the pictures.

Services Available:

None identified.

Highlights	**For Your Notes**
Contact for Materials and Consultation: Benson, Carlson, and Larson 2029 Palace Avenue St. Paul, Minnesota 55105	

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CAREER EDUCATION
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The Valuing Approach To Career Education

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Daily Living Skills
Educational Games
Elementary Education
Job Satisfaction
Occupational Information
Recreational Activities
Self-Evaluation
Values

CEDISS Area:

Instruction

Target Audience

Grades 3-5

Highlights

For Your Notes

Effect on Students:

The product is designed to help the student become aware of:

1. Personal values;
2. Why people work and need job satisfaction;
3. Life roles; and
4. The concept of change.

Description:

The product includes a kit of materials that contains:

FACILITATOR'S GUIDES, Volume 1, Volume 2, and Volume 3. This set of three volumes contains lesson plans for twelve modules labeled "learning sequences." Each learning sequence, four in each volume, contains 10 to 15 lesson plans. Instructions suggest that the learning sequences be used in the order in which they appear; they have been designed so that each sequence builds on the information acquired in previous sequences. The guide also has a section on learning strategies and descriptions used in the series and a section that describes all parts of the sets of materials.

The lesson plans provide a variety of media and strategies to help students examine work roles, values and importance of workers in the community, and tools used by workers. The lessons lead

Highlights

For Your Notes

students to examine their feelings, interests, and values related to the world of work. Each lesson format suggests an academic area for which the lesson is suited.

All games, reading series, listening series, and worksheets in the kit are identified with specific activities in the lesson plans. Each lesson is described step-by-step with a resource listing for the lesson and a synopsis of each lesson. Most of the resources that are necessary for each lesson are part of the kit contents.

"YOU ARE THERE" FILMSTRIPS AND CASSETTE TAPES. Each of the six filmstrips introduces one of the six basic machines. The purpose of the filmstrip set is to emphasize that these simple machines are basic parts of complex machines of today.

"IT'S YOUR CHOICE" FILMSTRIPS AND CASSETTE TAPES. These materials instruct students in dealing with open-ended problem situations related to jobs and leisure time activities. The topics are: "Promotion," "The Camping Trip," "The Guitar Lesson," "Time Is Money," "The Big Date," and "The Class Monitor." Recommended discussions of the filmstrips focus on what responsibilities go with time management and how responsibility is related to a work role.

"ADVENTURES IN VALUING" READ-ALONG BOOKS AND LISTENING TAPES. The set of 35 books and two tapes contains five stories for students to read while they listen to the story on the cassette tapes. The stories stress that people are unique and should not be stereotyped according to their occupation and that personalities, feelings of self-worth, and personal satisfaction are outcomes of an occupation.

THE "SUBWAY ADVENTURE" READ-ALONG SERIES AND LISTENING TAPES. The purpose in the set of 35 book and three tapes is to help students learn to deal with the present and the future and that planning is important. Parts of the story bring out episodes in the life of a man that focus on decision making, physical development, social and emotional development, occupation choices, and change.

"ANIMAL WORKER" READING SHEETS. The kit contains a set of 35 copies of six different reading sheets. Each reading sheet describes a story about an animal as a worker. The students are to discuss the stories of the animal workers and compare the work roles of people. The animals in the stories are the beaver, ant, porpoise, snail, dog, and spider. The sheets are meant to be stored and used again.

"SCHOOL VALUES AUCTION GAME." Thirty-five students can play this game at one time. The object is to have each student bid and attempt to buy those school values that he or she considers important. One of the values is letting someone else decide what you should do. The discussion about the game is designed to provide students with experiences in reflecting on their values and choices.

Highlights

For Your Notes

"WORKER CHARADES GAME." Five sets of this game allow for small group or entire class participation. The object is to have the students pantomime a related task of an occupation which the other students try to guess.

"THE FORTUNE FUN GAME" gives the students an opportunity to complete an interest inventory about themselves. After the interest sheet is completed, students work in pairs and read each other's future based on guesses about occupations and leisure time activities that are identified from the interest inventory.

CONCEPT POSTERS AND CORRELATION CHARTS. Ten posters depict characters from the stories. The chart relates the lesson content to identified career education concepts and academic areas.

"TELL ABOUT ME" FILE is a cardboard box that contains 35 student folders and one book of lesson activity spirit masters. The file is for storage of student work from the lesson activity spirit master book. The spirit master book contains 23 sheets of activities such as drawing pictures of workers' tools of the past and present, completing a crossword puzzle entitled, "Work Can Be Play," finishing a story about what to buy, and writing a life story.

PRE- AND POST-COURSE TESTS. Thirty-five copies of each test have 36 items concerning students' understanding of the content of the lessons, mainly in terms of valuing and decision making.

Materials Needed:

See materials listed below under "Financial Requirement."

Financial Requirement:

Facilitator's Guides, Vol. I, Vol. II, and Vol. III	$105.00 ($35.00 each)
You Are There Series Filmstrips and Cassettes	93.00
It's Your Choice Series Filmstrips and Cassettes	77.50
Set of Adventures in Valuing Read-Along Books	61.25
Set of Adventures in Valuing Listening Tapes	17.50
Set of The Subway Adventure Read-Along Books	63.50
Set of The Subway Adventure Listening Tapes	26.25
Set of The Animal Worker Series Reading Sheets	9.00
School Values Auction Game	15.00
Workers Charades Game	12.00
The Fortune Fun Game	10.00
Concept Posters and Correlation Chart	12.00
The About Me File	29.95
Set of Pre-Course Tests	2.00
Set of Post-Course Tests	2.00
Complete system	$499.95

(Prices as of September 1978)

Highlights | **For Your Notes**

Special Training:

None.

Evaluation Results:

A rather large group of students and teachers (1500 and 100 respectively) were involved in the development and piloting of this product. Findings were not provided regarding the impact of this product on the students or teachers.

Bias Rating:

Two large boxes of materials plus a set of posters were reviewed. The product generally presented a stereotyped picture of male/female occupational roles. Handicapped persons were not mentioned.

Services Avwilable:

None identified.

Contact for Materials and Consultation:

Newman Visual Education Inc.
400 32nd Street, S.E.
Grand Rapids, MI 49508
(616) 243-3300

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The Valuing Approach To Career Education (K-2)

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Descriptors:

Consumer Education
Educational Games
Elementary Education
Feelings
Life Roles
Occupational Information

CEDISS Area:

Instruction

Target Audience

K-2

Highlights

For Your Notes

Effect on Students:

The product is intended to help students develop an awareness of:

1. Personal feelings and feelings of others;
2. Some workers and their work settings;
3. Some reasons people work; and
4. Decisions related to spending money earned on the job.

Description:

All components of this kit are described in each facilitator's guide. The kit components are:

A "Facilitator's Guide, Set I and II." This two-volume set of teacher guides contains lesson plans for 14 modules labeled "learning sequences." Each learning sequence contains eight to 14 lesson plans. The guides suggest using the sequences in order because each builds on information presented in the previous one. Each sequence contains a pre- and post-test. A section of the guide describes the media or resources necessary for implementing each sequence of lessons. The kit contains the media described below.

Highlights

For Your Notes

The lessons for each sequence identify a variety of media and strategies to involve students in identifying their feelings and discussing their feelings with others. Each lesson contains a description of the academic area that is appropriate, a step-by-step description of the lesson, a resource listing for the lessons, and a synopsis of each lesson.

Six "Hannibal Hippo" Series Filmstrips and Cassettes. This set of cartoon character filmstrips depicts the actions of a hippopotamus to introduce students to the topics of helping, the importance of going to school, how money is used to obtain things, working as a means of obtaining money, and examining the status and value of various work roles.

Five "Do-It Dust-it" Series Filmstrips and Cassettes make up a set of cartoon filmstrips that focus on some of the reasons people work and how work satisfies many different needs.

"Hannibal Read Me a Story" Series is a set of six storybooks for review of the filmstrip stories.

The "Do-It Dust Factory Read Me a Story" Series is a set of six storybooks that contains the story on each filmstrip of the same title.

One "Hannibal Earns and Spends Game" is a table game for four people with a game board, paper money, and plastic markers. The purpose of the game is to demonstrate that money is acquired by earning and that decisions must be made about how to spend the money, on goods and/or services. The corresponding lessons are identified in the facilitator's guide.

One "Helpers Three-in-One Game" is a table game for small groups or a class. The purpose of the game is to introduce students to some business and service agencies and the workers that are employed by them. The game also focuses on the variety of products and types of services that are related to these places of employment. The game parts are 35 worker cards, 35 equipment cards, 35 playing boards, and cover chips.

Posters and Curriculum Correlation Chart. A set of ten wall posters depict the filmstrip story characters and the situations from the two filmstrip story series. The posters can be used for bulletin boards and as motivators for discussion. The chart relates the lesson content of Career Education to academic areas by numbers of the pages of the lessons in content area boxes.

Lesson Activity Spirit Masters Book. Thirty-six master sheets are for activities which supplement various lessons. In some activities, the students are asked to color and cut out parts of the sheets and assemble them into a booklet. In other activities, the student is to construct the items they cut out. The facilitator's guide identifies each activity sheet with a certain lesson.

Highlights

For Your Notes

The "Becoming File" is a cardboard file box and 35 student folders for filing student work. It is designed to help students with organizing information about themselves. The "Instructor's Manual" that accompanies the file box contains lessons and directions for uses of the file. An "Activity Sheet Spirit Master Book" to go with the "Becoming File" contains activities that help students in drawing information about themselves. The 20 activity sheets involve the students in drawing what is important to them in their world and pictures of people who help them. The pictures are kept in the "Becoming File" box.

A Hannibal Hippo Glove Puppet is for use with a variety of lessons. The lessons and scripts are contained in the facilitator's guide. The patterns to make finger puppets from paper are in the spirit masters book.

Pre-Post Tests are given orally. Students respond to the questions by marking faces on the test form. The directions and answer sheets are in the facilitator's guide. There are 35 copies of each test.

Materials Needed:

See the listing under "Financial Requirements."

Financial Requirement:

A kit that contains:

Facilitator's Guide, Volume I - K-1	
Facilitator's Guide, Volume 2 - Grade 2	
Hannibal Hippo Series Filmstrips and Cassettes	
The Do-It Dust Factory Series Filmstrips and Cassettes	
Hannibal Hippo Read-Me-a-Story Series	
Hannibal Earns and Spends Game	
Helpers Three-in-One Game	
Concept Posters and Curriculum Correlation Chart	
Lesson Activity Spirit Masters Book	
Hannibal Hippo Glove Puppet	
The Becoming File	
Set of Pre-Course Tests	
Set of Post-Course Tests	$347.50

Purchased separately:

Hannibal Hippo Filmstrip and Tape Series	$ 93.00
Do-It Dust Factory Filmstrip and Tape Series	$ 77.50
Hannibal Hippo Read-Me-a-Story Series	$ 15.00
Hannibal Hippo Listen and Read Program	$150.00
Do-It Dust Factory Read-Me-a-Story Series	$ 12.50
Do-It Dust Factory Listen and Read Program	$125.00
Hannibal Earns and Spends Game	$ 11.65
Helpers Three-in-One Game	$ 18.95
Concept Posters and Curriculum Correlation Chart (K-2)	$ 12.00
Lesson Activity Spirit Master Book (K-2)	$ 15.00
Hannibal Hippo Puppet	8.00
Becoming File	$ 29.95
K-2 Facilitator's Guide Volumes I and II	$ 70.00
K-2 Facilitator's Guide Volume I only	$ 35.00
K-2 Facilitator's Guide Volume II only	$ 35.00
Set of 35 Pre-Course Tests (K-2)	$ 2.00
Set of 35 Post-Course Tests (K-2)	$ 2.00

(Prices as of 1978)

Highlights

For Your Notes

Special Training:

None.

Evaluation Results:

This product was reported as field tested using a sample of 1500 students and 100 teachers. The report indicates that the results were used to revise and modify the product materials. Using experimental and control classrooms, students were tested on attitudes toward a sample of occupations, self-concept, and areas related to the curriculum and process. Detailed results were not provided which indicate the impact of this product upon students.

Bias Rating:

Overall, the product was not severely biased. Men and women were placed in stereotyped occupational roles. A slight under-representation of girls was found in the spirit masters. The handicapped were not represented in this product.

Services Available:

None identified.

Contact for Materials and Consultation:

Newman Visual Education, Inc.
400 32nd Street, S.E.
Grand Rapids, Michigan 49508
(616) 243-3300

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CAREER EDUCATION
PRODUCT FILE
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Career Development for Children

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Elementary Education
Occupational Information
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Primary/Elementary

Highlights

For Your Notes

Effect on Students:

The product is designed to help students:

1. Learn about themselves;
2. Identify and explore their interests;
3. Relate their interests to occupations; and
4. Develop an understanding of the concept of classification.

Description:

The product consists of three multi-media kits on three levels.

LEVEL I, "Discovering Self in Work and Play" includes.

A Teacher's Guide that contains performance objectives for each media item used in the kit, a reproduction of each filmstrip, and procedures to follow for implementation of each lesson.

A Spiral-Bound Flipbook of cartoon-type character illustrations. It is a story poem entitled, "Gottado," with parts printed on the back side of each page. The notion is to read the story aloud and discuss the parts that focus on daily living requirements.

Highlights

For Your Notes

Ten Discussion Story Prints are cartoon-type laminated pictures that illustrate different people faced with making different kinds of decisions. The prints contain discussion guidelines for each picture story.

Three Filmstrip/Cassettes are titled:

"Someone Special," a filmstrip intended to illustrate ways in which every person is unique;
"The Way I Feel," a filmstrip focusing on expressions of emotions; and
"The Way We Do," a filmstrip illustrating the things people do that help to make them unique

LEVEL II, "Exploring Interest in Work and Play" includes:

A Teacher's Guide containing a description of each media item in the kit, objectives and procedures for using the items, and descriptions of the lessons. Each filmstrip is illustrated.

Two Ditto Masters provide for activities that are intended for each student to indicate how he/she feels about different identified occupations.

A Card Game entitled "Find Your Interest," contains a set of 24 cards. The object of the game is to have students match twelve occupations with twelve personalities.

Eighteen Posters provide sketches of people in their job settings and are intended to stimulate discussion. The reverse side of each drawing has a story about the drawing and some discussion guidelines.

Four Filmstrips/Cassettes are titled:

"Mrs. Grant." a filmstrip intended to serve as a review of Level I or as an introduction to characteristics of work and play;
"What's in a Name?" a filmstrip intended to develop an interest in learning more about occupation titles;
"When I Grow Up," a filmstrip to start students thinking of an occupation they would be interested in;
"One Way Willie," a filmstrip pointing out the importance of trying out new activities or experiences.

LEVEL III, "Using Knowledge in the World of Work" includes:

A Teacher's Guide containing a description of the uses of each part of the kit. The filmstrips are illustrated and procedures are described for each lesson. The lessons focus on the principle of classifying occupations and how interests can be related to classifications of occupations. The term "grouping" is used in place of classification.

Highlights

For Your Notes

Two Filmstrips/Cassettes are titled:

"Grouping," which introduces the concept of classifying information by name and characteristics; and

"Gallump," intended to show how people depend on each other to meet their needs.

A Board Game, "Work Around the Town," is a table game intended for four people, two on a team. It is designed to demonstrate that occupations can be classified by certain characteristics such as interest areas and goods and services.

A Book of 23 Ditto Masters provides exercises for students to apply their understanding of occupational interest grouping or classifying.

Materials Needed:

Level I - "Discovering Self in Work and Play"

- Teacher's Guide
- Flipbook
- Discussion Story Prints (10)
- Three filmstrips/cassettes

Level II - "Exploring Interests in Work and Play"

- Teacher's Guide
- Ditto Masters (2)
- Card Game
- 18 Posters
- Four filmstrips/cassettes

Level III - "Using Knowledge in the World of Work"

- Teacher's Guide
- Two filmstrips/cassettes
- Board Game
- Book of Ditto Masters (23)

Financial Requirement: -

Level I	
1 Flipbook	
10 Story Prints	
3 Filmstrips/Cassettes	
1 Teacher's Guide	$97.00
Level II	
18 Story/Posters	
2 Sets of Ditto Masters	
1 Card Game	
4 Filmstrips/Cassettes	
1 Teacher's Guide	$97.00

Highlights | **For Your Notes**

Level III
23 Ditto Masters
2 Filmstrips/Cassettes
1 Board Game
1 Teacher's Guide $89.00

Total Price: $283.00

(Prices as of September 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

No significant bias was found in any of the materials.

Services Available:

None identified.

Contact for Materials and Consultation:

Bill Loftis
McKnight Publishing Company
Dept. 77
Box 2854
Bloomington, Illinois 61701
(309) 663-1341

The work upon which this fact sheet is based was performed pursuant to Contract No. 400-76-0093 of the National Institute of Education. It does not, however, necessarily reflect the views of that agency. The work was conducted by "Project CEDISS," a project of the Career Education Office of the Michigan Department of Education. Communication about Project CEDISS should be directed to the manager:

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The Valuing Approach To Career Education (6-8)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Decision-Making Skills
Educational Games
Individual Characteristics
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

6-8

Highlights

For Your Notes

Effect on Students:

The product is intended to help the student:

1. Gain knowledge about self; and
2. Relate values, skills, interests, and characteristics to various occupational roles.

Description:

This multi-media product includes:

Three Facilitator's Guides. All three sets of facilitator's guides contain 9 to 13 lesson plans in five modules that are labeled "learning sequences." The lessons are organized into action, reflection, wrap up, and related activity phases. Each phase includes questions to ask, what to say, and discussion pointers. Each teaching activity is designed to last 30-50 minutes.

SET I is for 6th grade students. In this set, the learning sequences focus on helping the student to gain information about self and how to relate personal values to skills, interests, and characteristics to occupations.

SET II is for 7th grade students. The learning sequences deal with identifying job clusters and their characteristics, learning worker attributes, and examining job options. A "cluster game" and "job attribute cards" are used in some of the lessons.

Highlights

For Your Notes

SET III is for 8th grade students. The learning sequences involve students in using a decision-making model to clarify values and to make decisions that are compatible with an identified values system. A "cluster game" is used with some of the lessons. Some of the activities have students identify alternatives to given problem situations and apply decision making skills to mock-life situations.

"The Cluster Game" is a table game that includes six game boards and six sets of playing pieces. It is used in 16 lessons identified in the facilitator's guides. Each student of a class of 35 can take part. The purpose of the game is to help the student conduct personal career explorations and work with the job cluster concept. The grouping of the careers in this game is based on the U.S. Office of Education job cluster scheme.

The same boards and pieces can be used for several games. In one game, the student will become aware of the characteristics of job clusters; in another game the student relates to specific interest in occupations. Still another has the student explore the variety of jobs that require certain skills. The "Cluster Game Guide" provides descriptions for each game. The guide also contains suggestions for discussions of the game experiences and special preparation that is necessary for any of the games. A pad of individual score sheets is included.

The "Work Values Auction Game" can be played by a class of up to 35 students. This game kit includes play money, gavel, values certificates, and a set of spirit masters. The object of the game is to have each student bid on and try to buy those values considered important. The game ends when all certificates have been auctioned. Lessons in the facilitator's guides describe discussion based on the game. A brochure outlines the game directions and its parts.

A Set of Attribute and Interview Cards. This set of 35 cards contains descriptions of attributes of fictitious persons. Students use the cards to role-play job interviews. Students assume the roles of the employment interviewers and use the school and home information cards to judge whether a particular applicant is sutiable for a particular job. Other students assume the role of the job applicant. The purpose of this activity is to have students experience interview settings.

Three Lesson Activity Spirit Master Books are provided for the three sets of facilitator guides. Set I activities focus on completing cluster word puzzles, ranking work values, identifying personal data, and identifying personal achievement. Activity sheets that accompany lessons in Set II deal with identifying sequences, categorizing occupation environments, investigating a cluster and completing cluster puzzles. The activities found in Set III provide for reading personal profile data samples and identifying suitable alternatives for that person, filling in charts about job preferences, and completing cluster word puzzles.

Highlights

For Your Notes

Pre-and Post-Tests accompany each set of activities. The tests for each set consist of 12 items. The items have the students respond to statements by checking a box labeled, "Yes," "Undecided," or "No." Students do not receive grades.

Materials Needed:

One Work Values Auction Game
One Set of Attribute and Interview Cards
Book of Lesson Activity Spirit Masters, Set I
Book of Lesson Activity Spirit Masters, Set II
Book of Lesson Activity Spirit Masters, Set III
Three Facilitator's Guides, Set I, Set II, and Set III
Three Pre-course Tests, Set I, Set II, and Set III
Three Post-course Tests, Set I, Set II, and Set III
Cluster Game

Financial Requirement:

Complete System (described above)	$459.00
Set I (complete)	$175.95
Set II (complete)	$164.29
Set III (complete)	$148.95

Special Training:

None.

Evaluation Results:

A large-scale pilot of this product was reported, with the results used to modify the materials. However, no information was provided about the impact of the product upon the students.

Bias Rating:

The product contained three notebooks, cluster games, dittos, and teacher's guides. The reviewer found no significant bias in the narrative. The product used job titles with accompanying masculine genders, i.e., fireman, throughout the job listings and on the game board.

Services Available:

None identified.

Highlights | **For Your Notes**

Contact for Materials and Consultation:

Newman Visual Educaiton, Inc.
400 32nd Street, S.E.
Grand Rapids, Michigan 49508
(616) 243-3300

ADDITIONAL REVIEWER COMMENTS

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CAREER EDUCATION
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Motivation for Career Success

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Attitudes
Career Planning
Leadership
Life Roles/ID
Postsecondary Education
Problem Solving
Secondary Education

CEDISS Area:

Guidance

Target Audience

Adolescents/Adults
with reading level of 6.0 or higher

Highlights

For Your Notes

Effect on Students:

The program is designed to help students acquire:

1. Positive feelings about learning;
2. An understanding of the process of problem solving;
3. An understanding of the implications of leadership;
4. Information on how to choose a job; and
5. Information on how to make job or education plans.

Description:

This program is designed to have students think and react through activities related to identifying, planning, and implementing life plans.

The parts of this product are:

A "Systems Director's Guide" that contains a description of six modules of lessons, instructions for implementing the student activities, material lists for each lesson, and special instructions for uses of the media items that accompany the program materials.

The "Plan of Action" booklet designed for student use. Its workbook format pages focus on collecting data about self from experiences of the activities in the modules.

Highlights

For Your Notes

A Set of Six "Guides to Narration Manuals" and a set of six "Thinking and Reacting Manuals." These materials are student booklets for use in the six module lessons. The intent is to have a narration manual and thinking and reacting manual for each student. As the students progress through the modules, some of the activities require listening to tapes and following along in the narration manuals. Upon completion of these activities, students then use the thinking and reaction manuals that have a workbook format. The six module topics are:

Developing a Commitment to Success
Developing Habits for Career Success
Developing a Life-Style for Intelligence
Developing Leadership Ability Action for Career Success
Planning for Career Success
Education for Career Success

A Set of Cassette Tapes designed for student use within the lessons in the modules.

One Packet of Miscellaneous Aids, including puzzles, commitment stamps, a set of spirit masters, and a set of overhead projector transparencies.

A set of Pre- and Post-Inventories is available but not included.

Materials Needed:

Packet of the program material containing:

One Systems Director's Guide
One set of 6 Thinking and Reacting Manuals
One set of 6 Guides to Narration Manuals
Samples of program materials:
    1 set of spirit masters
    1 set of overhead transparencies
    1 packet of puzzles
    1 packet of commitment stamps
    1 set of clue cards
18 Cassette Tapes

Pre- and Post-test materials if desired.

Financial Requirement:

Systems Director's Guide	$237.44
Set of Thinking and Reacting Manuals (30 students per set)	$ 76.00
Set of Guides to Narration Manuals (30 students per set)	$ 68.00

(Prices as of September 1, 1978)

Highlights	**For Your Notes**
Special Training: None required.	
Evaluation Results: No evaluation data were available.	
Bias Rating: The product reviewed contained teaching guides, student booklets, and cassettes. The reviewer found no substantial biasing in any of the materials.	
Services Available: None identified.	
Contact for Materials and Consultation: Newman Visual Education, Inc. 400 32nd Street, S.E. Grand Rapids, MI 49508 (616) 243-3300 Publisher Education Achievement Corporation P.O. Box 7310 Waco, Texas 76710 (817) 772-7812	

ADDITIONAL REVIEWER COMMENTS

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Building Your Tomorrows
(Grades 7-9)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Economic Education
Individual Characteristics
Interpersonal Relationship
Life Roles/ID
Occupational Information
Secondary Education
Values

CEDISS Area:

Instruction

Target Audience

7-9

Highlights

For Your Notes

Effect on Students:

This product is designed to help students become aware of:

1. Interpersonal skills and their importance on the job;
2. Changing roles as they mature;
3. Individual differences in abilities and interests;
4. How a business is formed;
5. Occupations in 12 job clusters;
6. Values and importance of all jobs;
7. The meaning of work and its rewards;
8. Occupation planning and the decision-making process; and
9. Planning to achieve goals.

Description:

This set of materials represents a part of a Career Education curriculum model developed for the American Institute for Research in the Behavioral Sciences. The materials are designed to serve as a bank of instructional units that could be used to implement a comprehensive program K-12.

The program is structured into three curriculum strands: "Learning About Self," "Learning About the World of Work," and "Goal Formulation and Personal Planning."

Highlights

For Your Notes

THE FIRST STRAND, "Learning About Self," is concerned with developing an awareness of how individuals differ in their physical skills, academic skills, interests, attitudes, emotions, and values.

THE SECOND STRAND, "Learning About the World of Work," provides information about the characteristics of a range of occupations, interdependency of jobs, an understanding of how the needs of individuals, groups, and society are met through work, and the relationship to the economic system (production, distribution, and consumption).

THE THIRD STRAND, "Goal Formulation and Personal Planning," ties strands one and two together to help students formulate individual plans.

Each of the strands is written such that it provides a foundation for the same strand at a higher grade level or a follow-up to it at a lower grade level. The modules are targeted for a grade level but may be used at several grade levels. Each module is complete within itself and is made up of the following:

A Teacher's Guide that contains an overview of the student objectives, step-by-step description of each student activity and how to implement the activity sheets, the module test, and its key. At the end of each guide, a section is identified for teacher supplementary material.

Student Activity Materials:

> Strand One, 5 Modules. Student activities focus on testing to identify interest and aptitudes; identifying and recognizing values of self and others; and identifying present, past, and future roles in the family, school, and in the community.
>
> Strand Two, 24 Modules. Student activities focus on occupational information, the importance of cooperation on the job and job interdependency, and how a business is organized.
>
> Strand Three, 8 Modules. Student activities focus on how school experiences prepare for jobs, the meaning of work, and identifying how to make plans for achieving short term and long range goals.

Throughout all the modules, the student activities involve the students in discussions, completing lists, finishing sentences, writing letters, role playing, interviewing, interpreting simulation tests, viewing films and filmstrips, and observation.

The academic tie-in is identified mainly with language arts and social sciences.

An Information Booklet that contains a description of the curriculum and materials through charts, content analysis of the modules, price information, and ordering procedures.

Highlights

For Your Notes

Materials Needed:

This set of materials is organized into strands and modules within the strands. For each module, there is a teacher's guide, a student activity sheet, and tests.

See "Financial Requirements" for a listing of modules.

Financial Requirement:

Strand I: Learning About Self	G*	A*	T*	Set*
1. Values Around Us	$3.95	$4.95	$1.10	$20.56
2. Development of Interpersonal Skills	$4.95	$1.65	$1.10	$12.28
3. Changing Roles and Maturity	$3.95	$1.65	$1.10	$11.35
4. Differences in Abilities	$3.95	$1.65	$1.10	$11.35
5. Learning About Interest and Aptitude Tests	$3.95	$2.75	$2.20	$17.49

Strand II: Learning About the World of Work	G*	A*	T*	Set*
1. Group Cooperation and Job Interdependency	$3.95	$1.65	$1.10	$11.35
2. Newspaper Careers	$3.95	$2.20	$1.10	$12.89
3. Writing Newspaper Articles	$3.95	$1.65	$1.10	$11.35
4. Producing the News	$3.95	$6.05	$1.65	$25.17
5. Ways to Organize a Business	$3.95	$3.30	$1.10	$15.96
6. A Simulation in Organizing Business	$4.95	-----	-----	$ 4.95
7. Careers in Tourism	$3.95	$2.20	$1.10	$12.89
8. Careers in Finance	$3.95	$3.30	$1.10	$15.96
9. Careers in Transportation	$3.95	$2.20	$1.10	$12.89
10. Careers in Resource Development	$3.95	$2.75	$1.65	$15.96
11. Careers in Construction	$3.95	$2.75	$1.65	$15.96
12. Introduction to Careers in Communications	$3.95	$1.65	$1.10	$ 4.35
13. Careers in Trade	$3.95	$2.75	$1.10	$14.42
14. Careers in Recreation	$3.95	$2.20	$1.65	$14.42
15. Careers in Personal Services	$3.95	$2.20	$1.10	$12.89
16. Introduction to 12 AIR Clusters	$3.95	$1.65	$1.10	$11.35
17. A Simulation: Drilling for Oil	$3.95	$5.50	$1.65	$23.64
18. Careers in Television	$3.65	$4.95	$2.20	$23.64
19. Production of a Television Broadcast	$3.95	$4.95	$1.10	$20.57
20. Learning About the Care of Preschool Children	$3.95	$2.20	$1.10	$12.89
21. Planning a Playschool	$3.95	$1.65	$1.65	$12.89
22. Advertising and Advertising Workers	$3.95	$1.65	$1.10	$11.35
23. The Value and Importance of All Jobs	$3.95	$1.65	$1.10	$11.35
24. Careers in Entertainment	$3.95	$2.20	$1.10	$12.89

Strand III: Goal Formulation and Personal Planning	G*	A*	T*	Set*
1. Relating School Experiences to Job Attributes	$3.95	$2.20	$1.10	$12.89
2. Self-Understanding and Career Planning	$4.96	$3.30	$1.10	$16.89
3. What Does Work Mean?	$3.95	$1.65	$1.10	$11.35
4. Job Rewards and Information Sources	$3.95	$1.65	$1.10	$11.35
5. Career Planning and Decision Making	$3.95	$2.20	$1.10	$12.89
6. Building a Career Center	$3.95	$1.10	$1.10	$ 9.81
7. Planning for Out of School Jobs	$3.95	$1.10	$1.10	$ 9.81
8. Planning to Achieve Individual Goals	$3.95	$1.65	$1.10	$11.35

*Key		
	G:	Teacher's Guides (sold by single copy)
	A:	Student Activity Materials (sold in packages of 10)
	T:	Module Tests (sold in packages of 10)
	Set:	Classroom Sets (consists of one teacher's guide, 30 student sheets, and 30 module tests)

Highlights

For Your Notes

Special Training:

None.

Evaluation Results:

Materials were nationally field tested. The description of the field test indicates a rigorous and appropriate design. Results of findings were not provided to the reviewer regarding this product's effects on students.

Bias Rating:

The product reviewed contained student booklets, worksheets, and teacher guides. The reviewer found no significant incidence of bias against any group.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associate
P.O. Box 313
Troy, Michigan 48084
(313) 689-2990

Publisher:

American Learning System
P.O. Box 2173
Columbus, Georgia
(404) 327-2619

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Experienced Based Career Education Program

Research for Better Schools

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Community Resources
Daily Living Skills
Occupational Guidance
Secondary Education

CEDISS Area:

Instruction
Guidance
Placement

Target Audience

Grades 9-12

Highlights

For Your Notes

Effect on Students:

The product is intended to help students:

1. Identify their interests and capabilities;
2. Identify life goals and career choices; and
3. Develop planning skills.

Description:

In this program, students leave the classroom to contact people in their community who are willing to share knowledge, experiences, and skills.

Four sections of materials aid in training staffs in roles and processes for implementing this program. The description of these four sections of information is contained in a notebook entitled, "RBS Career Education Information Series Handbook."

The "Administrative Guide" section of the handbook contains an overview of the program, points to consider for planning, staffing, scheduling, and costs to implement the program, and descriptions of the program model components.

Highlights

For Your Notes

The "Career Development Component" section describes the goal of career development in terms of (1) increasing student understanding, preparation for and access to the career opportunities available to them, and (2) community participation in and understanding of the educational process. This section identifies the types of staff who would be responsible for program implementation, the process of identifying and recruitment of resources, roles of project staff, and activity identification of exploration and specialized experiences.

The "Career Guidance Component" section identifies the role of guidance personnel and a career clarification program for helping students make career decisions.

The "Academic Resource Center" section describes the function of a resource center staffed by teachers who assist the students in developing an independent study project.

The "Career Clarification Program Manual" for teachers and guidance counselors contains resource materials and procedures useful in helping students in making career decisions, goal setting, and planning. The materials and procedures are designed for groups of classroom size or number. The exercises are designed for one class period. Some of the exercises involve discussion, completing job analysis forms and planning sheets, value assessments, and gathering occupation information.

A "Career Exploration Catalog" is designed for students to consult regarding community resources involved in the program. The catalog lists the community resources in job clusters along with lists of jobs that can be explored at the site.

A "Career Development Workshops Training Manual" identifies guidelines for the trainer in implementing a training workshop in Career Development. The manual contains a description of the five-day training sessions, sample agendas, and workshop format.

A "Career Clarification Program: A Problem Solving Approach," is a student workbook of exercises to be used in the Career Guidance classes.

"Handbook for Career Exploration Program Development" (2nd edition) contains descriptions of roles and responsibilities of career exploration program staff, establishing program objectives, and developing exploration programs.

"Ten Academic Resource Center Basic Information Series" booklets are designed to assist in establishing a resource center. Each booklet of several pages is related to a certain phase of the planning

Highlights | **For Your Notes**

Materials Needed:

RBS Career Education Information Series
Career Clarification Program: A Problem Solving Approach
Career Exploration Catalog
Career Development Workshops Training Manual
Handbook for Career Exploration Program Development (2nd edition)
Ten ARC Basic Information Series Booklets

Financial Requirement:

The set as listed under "Materials Needed"	$70.00
Student Materials for the Guidance Counselor	$ 5.00 (per student)

(Prices as of September 1978)

Special Training:

Inservice and workshops are recommended.

Evaluation Results:

The product was approved by the Joint Dissemination Review Panel on May 6, 1975. This panel approves only those materials which have been evaluated and shown to be educationally meaningful.

Bias Rating:

The product reviewed contained four notebooks and teacher's guide. The reviewer found a slight degree of bias in the job titles. Masculine genders were used as the suffix in job titles.

Services Available:

Available services include:

- Awareness Sessions
- Planning Sessions
- Training Workshops
- Technical Assistance
- Evaluation Services

RBS materials and services provide local districts with support necessary to plan, adapt, implement, operate, evaluate, and continue to develop their own EBCE Program.

Highlights

For Your Notes

Contact for Materials and Consultation:

Michaelita Quinn, Project Director
E.B.C.E. Program
Research for Better Schools, Inc.
1700 Market Street
Philadelphia, PA 19103
(215) 561-4100, ext. 356

ADDITIONAL REVIEWER COMMENTS

The work upon which this fact sheet is based was performed pursuant to Contract No. 400-76-0093 of the National Institute of Education. It does not, however, necessarily reflect the views of that agency. The work was conducted by "Project CEDISS," a project of the Career Education Office of the Michigan Department of Education. Communication about Project CEDISS should be directed to the manager:

David Lowman
Office of Career Education
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-9490

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CAREER EDUCATION
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Careers in Focus

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Learning Activities
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 6-10

Highlights

For Your Notes

Effect on Students:

This program is designed to help students examine their interests and abilities and identify their occupational interests through job tasks.

Description:

The components of this job exploration program include:

A PROGRAM GUIDE provides administrators, teachers, and counselors with suggestions for implementing and managing the program, scheduling, orienting teaching team members, using the material in the classroom, questions and answers about typical program concerns, guidance evaluation and grading suggestions, and lists of necessary equipment for each of the various exploration activities.

FOURTEEN STUDENT MANUALS. Each manual represents a cluster or grouping of occupations that have some similar traits or characteristics. Students read about the occupations and do job-related tasks through activities described at the end of each program description. These hands-on activities are designed to provide information on the kind of work done in a particular occupation. Each manual has 27 explorations that cover a varying number of jobs.

Highlights

For Your Notes

DISCOVERING YOU is a student manual designed to help students understand their individual interests, values, and abilities. Students use the information activities at the end of each chapter. The publisher stresses that this student manual is the key to the effectiveness of the entire program. A worksheet booklet and teacher's manual accompany this student manual.

A WORKSHEET BOOKLET accompanies the student manual. This booklet contains forms, charts, and diagrams that students complete as a part of certain jobs. The tasks are identified in the manual.

A TEACHER'S MANUAL AND KEY accompanying the student manual contains teaching suggestions, special instructions, and answers to unit review questions, a list of equipment for each exploration activity and an alphabetical list of titles of occupations discussed in the student and other manuals.

Two filmstrips and cassette tapes give an overview of the program through illustrations of students performing tasks.

Each of 42 available interview cassette tapes describes a worker's job, the relationship between the worker's life and the job, and worker's feelings about the job. The tape in the product reviewed is "Marketing Careers," for example.

Materials Needed:

1 program guide
14 student manuals
13 worksheet booklets
14 teacher's manuals and keys

Optional:

1 filmstrip/cassette tape "Presenting Careers in Focus"
1 filmstrip/cassette tape "An Overview"

Highlights | **For Your Notes**

Financial Requirement:

Individual copies and prices:

Program Guide	$ 5.60
Student Manuals	3.12 each
Teacher's Manuals and Keys	1.88 each
Worksheet Booklets in packets of 10:	
Engineering and Manufacturing	4.74
Agribusiness and Natural Resources	7.89
Marketing Occupations	3.42
Health Occupations	2.07
Transportation Occupations	7.89
Science, Fine Arts, and Humanities	4.74
Communication and Graphic Arts	4.74
Electricity and Electronics	2.07
Business and Office	7.89
Public and Social Services	3.67
Personal Services, Hospitality, and Recreation	7.89
Food Service and Home Economics	3.42
Discovering You	7.89

A set: $95.50

10 student manuals
10 worksheet booklets (excluding Construction)
1 sound filmstrip
3 interview cassettes
1 teacher's manual and key

(Prices as of September 1978)

Special Training:

The publisher recommends at least one whole-day workshop.

Evaluation Results:

This product was reported as field-tested with revisions made based upon the results. However, no information was provided which indicates the impact of the revised product upon students.

Bias Rating:

The product contained booklets, cassettes, and filmstrips. The publisher claimed to have retained a representative of the textbook committee of the New York chapter of the National Organization of Women to review the materials. This representative found the materials to be substantially without sexist bias. The publisher also claimed to have subjected the materials to a final review process to guarantee racial balance. The CEDISS reviewer also found no significant bias.

Services Available:

None identified.

Highlights

For Your Notes

Contact for Materials and Consultation:

McGraw-Hill Book Company
Gregg Division
Manchester Road
Manchester, Missouri 63011
(314) 227-1600

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Michigan Department of Education
P.O. Box 30008
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Phone: (517) 373-9490

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Career Core Competencies

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Communication Skills
Interpersonal Relationship
Job Application
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction
Placement

Target Audience:

Secondary

Highlights

For Your Notes

Effect on Students:

The program is designed to help students obtain the skills necessary to make realistic job choices and to assist them in preparing for work experiences.

Description:

Parts of the program are:

A Program Guide containing information about how the program can be used (1) in preparation for work experiences and (2) with work experiences. The guide contains an outline of the program, the format of the text/workbook, points on how to start a program, several different program models, and information about evaluation and grading of student progress and work.

7 Student Text/Workbooks, Teacher's Manuals, and Keys. The text/workbooks require students to read sections of information, fill out worksheets, and complete projects related to the topics of the workbook. The titles of the text/workbooks are:

"Schools and Careers" (identifying school as preparation for a job)
"Knowing Yourself" (developing self-awareness)
"Making Decisions Work" (identifying how values help make decisions)

Highlights

For Your Notes

"Communication at Work" (relating skills of reading, speaking, and writing to effective job performance)
"Working at Human Relations" (understanding the importance of interpersonal skills)
"Getting the Job" (acquire skills of locating jobs, completing job application forms, and procedures for job interviews and tax forms)
"Growing on the Job" (understanding legal rights of workers, safety standards and safe working conditions, and planning for advancement on the job)

A Teacher's Manual and Key accompanies each text/workbook with summaries of each section of the workbook, suggestions for grading the student work, and answers to the worksheets. The manual contains a mid-term and final test.

Materials Needed:

Seven Text/Workbooks and Teacher's Manuals and Keys.
(See list under "Financial Requirements.")

One Program Guide

Financial Requirement:

"Schools and Careers"	$2.97	"Working at Human Relations"	$2.97
Teacher's Manual & Key	1.80	Teacher's Manual & Key	1.80
"Knowing Yourself"	$2.97	"Getting the Job"	$2.97
Teacher's Manual & Key	1.80	Teacher's Manual & Key	1.80
"Making Decisions Work"	$2.97	"Growing on the Job"	$2.97
Teacher's Manual & Key	1.80	Teacher's Manual & Key	1.80
"Communication at Work"	$2.97	Program Guide	$4.76
Teacher's Manual & Key	1.80		

Other program components that are available:

Sound Filmstrip Library	$250.00
Case Study Cassette Library	$250.00

(Prices as of 1978.)

Special Training:

None required.

Highlights

For Your Notes

Evaluation Results:

A field testing of the product was reported as performed by the publisher in 1975. According to the report, this testing concentrated primarily upon teacher and student reactions to the product. Based upon the findings of the field testing, changes were made in materials. No indication of the impact of this product upon students was made available either for the original or revised materials.

Bias Rating:

The product reviewed contained seven booklets and one teacher's guide. The reviewer found no significant incidences of bias.

Services Available:

None identified.

Contact for Materials and Consultation:

McGraw Hill Book Company
Gregg Division
Manchester Road
Manchester, Missouri 63011
(314) 227-1600

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Building Your Tomorrows
(Grades 4-6)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Economic Education
Elementary Education
Individual Characteristics
Occupational Information
Self-Concept
Values

CEDISS Area:

Instruction

Target Audience

Grades 4-6

Highlights

For Your Notes

Effect on Students:

This set of program materials is designed to help students:

1. Become aware of interests and values;
2. Develop a positive self-concept;
3. Become aware of the rewards of working;
4. Become aware of how job clusters are found;
5. Become aware of occupational information; and
6. Develop goals related to interests and activities.

Description:

This set of materials represents a portion of a Career Education curriculum model developed for the American Institute for Research in the Behavioral Sciences. The materials are designed to serve as a bank of instructional units that schools could use to implement a comprehensive program K-12.

The program is structured into three curriculum strands: "Learning About Self," "Learning About the World of Work," and "Goal Formulation and Personal Planning."

THE FIRST STRAND, "Learning About Self," is concerned with developing an awareness of how individuals differ in their physical skills, academic skills, interpersonal skills, interests, attitudes, emotions, and values.

Highlights

For Your Notes

THE SECOND STRAND, "Learning About the World of Work," provides information about the characteristics of a range of occupations, interdependency of jobs, an understanding of how the needs of individuals, groups, and society are met through work, and the relationship to the economic system (production, distribution, and consumption).

THE THIRD STRAND, "Goal Formulation and Personal Planning," ties strands one and two together to help students formulate individual plans.

Each of the strands is written such that it provides a foundation for the same strand at a higher grade level. The modules are targeted for a grade level but may be used at several grade levels. Each module is complete within itself and is made up of the following:

A Teacher's Guide containing an overview of the student objectives, step-by-step description of each student activity and how to implement the activity sheets, the module test, and its key. At the end of each guide, a section is identified for teacher supplementary material.

Student Activity Materials:

Strand One, 5 Modules. The activities involve students (1) in identifying influences that shape an individual's interests and values, account for individual differences and affect the expression of interests and values; (2) in examining behaviors that could improve interpersonal relationships; and (3) in becoming aware of how personal characteristics and values contribute to self-concept.

Strand Two, 25 Modules. The activities involve students in examining the rewards of working and identifying jobs related to service occupations, art, the post office, health field, environmental areas, engineering, construction work, auto mechanics, teaching, law, and sales. In addition, they receive an introduction to career clusters.

Strand Three, 6 Modules. The activities involve students in learning about different types of decision makers, how people decide on jobs, how to make plans to reach goals, and how school-learned skills can be related to the future.

An "Informational Booklet" that contains a description of the curriculum and materials through charts, content analysis of the modules, price information, and material ordering procedures.

Materials Needed:

See "Financial Requirements" for a list of materials.

Highlights | **For Your Notes**

Financial Requirement:

This set of materials is organized into strands and modules within the strands.

Strand I: Learning About Self	G*	A*	T*	Set*
1. Knowing Your Interests	$3.95	$2.75	$1.10	$14.42
2. Different People Have Different Values	$3.95	$2.20	$1.10	$12.89
3. Getting Along with Others	$3.95	$3.30	$1.10	$15.96
4. Making Changes	$3.95	$2.20	$1.10	$12.89
5. Your Values and Your Self-Concept	$3.95	$1.65	$1.10	$11.35

Strand II: Learning About the World of Work	G*	A*	T*	Set*
1. Meeting Group Needs Through Service	$3.95	$1.10	$1.10	$ 9.81
2. Rewards of Working	$3.95	$1.10	$1.10	$ 9.81
3. Present, Past, and Future Services Occupations	$3.95	$2.75	$1.10	$14.42
4. Careers in the Arts	$3.95	$2.20	$1.10	$12.89
5. Six Art Careers	$3.95	$2.75	$1.10	$14.42
6. Careers in Services	$3.95	$7.70	$1.10	$28.48
7. Working for Ourselves and Others	$3.95	$ .83	$1.10	$ 9.81
8. Jobs in the Post Office	$3.95	$4.40	$1.10	$19.03
9. Introduction to Health Careers	$3.95	$3.85	$1.10	$17.49
10. Careers as Medical Practitioners	$3.95	$2.20	$1.65	$14.42
11. Careers in Nursing	$3.95	$7.15	$1.10	$26.71
12. Careers in Medical Technology	$3.95	$2.20	$1.10	$12.89
13. Careers in Therapy	$3.95	$2.75	$1.10	$14.42
14. Careers in Dentistry	$3.95	$5.50	$1.10	$22.10
15. Environmental Careers	$3.95	$1.10	$1.10	$10.74
16. Moving to Where the Jobs Are	$3.95	$1.10	$1.10	$ 9.81
17. The Secretary	$3.95	$2.20	$1.10	$12.89
18. The Engineer	$3.95	$2.20	$1.10	$12.89
19. Construction Workers	$3.95	$1.10	$1.10	$ 9.81
20. The Auto Mechanic	$3.95	$2.20	$1.10	$12.89
21. The Teacher	$3.95	$2.75	$1.10	$14.42
22. The Lawyer	$3.95	$2.75	$1.10	$14.42
23. The Salesperson	$3.95	$1.65	$1.10	$11.35
24. What Are Career Clusters?	$3.95	$1.10	$1.10	$ 9.81
25. Using Map Skills on a Job	$3.95	$2.20	$1.10	$12.89

Strand III: Goal Formulation and Personal Planning	G*	A*	T*	Set*
1. Free to Choose for Myself	$3.95	$1.10	$1.10	$ 9.81
2. Fundamentals of Decision Making	$3.95	$3.30	$2.20	$19.03
3. How Do People Decide on Careers	$3.95	$1.10	$1.10	$ 9.81
4. My Goals Depend on Me	$3.95	$1.10	$1.10	$ 9.81
5. Making Plans to Reach Goals	$3.95	$1.65	$1.10	$11.35
6. How Today's Schools Help You in Tomorrow's Work	$3.95	$ .55	$1.10	$ 8.28

*Key
G: Teacher's Guides (sold by single copy)
A: Student Activity Materials (sold in packages of 10)
T: Module Tests (sold in packages of 10)
Set: Classroom Sets (consists of one teacher's guide, 30 student sheets, and 30 module tests

(Prices as of January 1979)

Special Training:

None.

Highlights

For Your Notes

Evaluation Results:

This product was reported as field tested. However, the field test results regarding the impact of this product upon students has not been provided to the reviewer.

Bias Rating:

The product reviewed consisted of student activity sheets and teacher guides. The reviewer found slight bias in family roles. The materials portray both the mother and father in traditional family roles.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associate
P.O. Box 313
Troy, Michigan 48084
(313) 689-2990

Publisher:

American Learning System
P.O. Box 2173
Columbus, Georgia
(404) 327-2619

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Experience Based Career Education Program

Appalachia Educational Laboratory

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Community Resources
Decision-Making Skills
Educational Alternatives
Occupational Information
Secondary Education
Work Experience Programs

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is intended to help students:

1. Make decisions systematically;
2. Identify goals and develop plans to achieve the goals;
3. Obtain occupational information; and
4. Learn about job options.

Description:

The program is based on the idea of using the community to gather information about occupations. The design is appropriate for an alternative program in which students earn academic credits through an individual plan while using the community as a learning center.

A set of materials includes 15 kinds of things:

AN ADMINISTRATIVE MANUAL can provide assistance in understanding the basic parts of the program. It contains an outline of the director's responsibilities and descriptions of typical concerns or problems that could occur in operating the program, information on staff responsibilities, a description of student responsibilities, and the organizational structure.

Highlights

For Your Notes

A BASIC PROCEDURES MANUAL contains information about setting up the program guidelines for identifying course descriptions, developing student activity sheets, ways to identify and monitor site activities, evaluation techniques and strategies, and experience site maintenance. (A site is a place in the community where students can learn.)

EXPERIENCE SITE LEARNING GUIDES. The 14 guides are designed for students and the learning coordinator as a quick reference guide. Each guide contains information about the site, information about the site resource person and job tasks, and what students will be able to observe or do in a particular work situation.

CROSS-REFERENCE CATALOGS. These five catalogs are designed for student use after a student's program plan has been identified. They contain suggested activities students may perform to achieve the identified program objectives and what resources are available in the school or the community to carry out these activities. Students then prepare the activity sheets. Catalog titles are "English/Communication," "Natural Science," "Social Science," "Mathematics," and "Career Education."

INTRODUCTORY GUIDE TO ACTIVITY SHEET PREPARATION is a reference for the learning coordinator. The activity sheets in this booklet are models for assisting in the development of activity plans with students.

STUDENT CAREER GUIDE AND STUDENT PROGRAM GUIDE. The Career Guide focuses on the student job exploration experiences. Section I of the Program Guide has students rate themselves in 114 job areas and then use the information to pick experience sites for career exploration. Section II of this guide has students identify their academic needs and interests. This identification then leads to the set of learning activities. Section III is for recording and evaluating the learning activities.

THE EXPERIENCE SITE ANALYSIS MANUAL contains information about installing certain aspects of the program such as initiating and maintaining a community advisory council, public relations aspects, and ways to utilize community/work experience sites.

THE GUIDE FOR RESOURCE PERSONS contains sample questions about the project with answers that may be helpful to resource persons in understanding their roles and the program.

THE CAMERA-READY EBCE CONSUMABLE FORMS BOOKLET contains a set of forms for reproduction. Some of them are: Request for placement learning coordinator, site visit report, student evaluation form, and academic program forms.

ADDITIONAL REVIEWER COMMENTS

THE BASIC SKILLS INVENTORIES, ANSWER SHEET AND KEY is an instrument to be used in determining deficiencies of students in math and reading skills. The results help to locate courses and interest areas where students should begin individual programs.

THE COMMUNITY IS THE SCHOOL BOOKLET provides an overview of the concept of an experience based career education program.

THE LIST OF EXPERIENCE SITE PLACEMENT OPPORTUNITIES BOOKLET indexes the various resource persons available under each of the 114 worker trait groups as classified by the U.S. Department of Labor. This booklet is intended for student use in selecting the resource persons they want to be placed with.

A LOG FOR MONITORING RESOURCE PERSON AVAILABILITY is a manual to record and keep track of student placement. All the resource persons are classified under one of the 114 worker trait groups.

THE EBCE IMPLEMENTATION GUIDE is a booklet that gives an overview of the components of the program.

THE HORIZON ON DISPLAY BOOK contains identification of 200 community projects that involve contributions to community problem-solving in the United States. The catalog contains names of cities, contact people, and descriptions of the projects.

Materials Needed:

See listing below under "Financial Requirement."

Financial Requirement:

Administrative Manual	$3.45
Basic Procedures Manual	$4.00
Learning Guides (Blank)	$ .15
Prototype Learning Guides:	
City Medical Center	$1.25
Chemical Research Center	$ .20
Charles Furniture Company	$ .20
Potterstown Carpenters	$ .30
Preston Elementary School	$ .15
Photoshop	$ .15
Department Office of Highways	$ .20
Track and Field Shrine	$ .20
WTMT-TV	$ .55
Metro Police Department	$ .35
KRM-FM Radio	$ .35
Helena's	$ .15
Natural Food Center	$ .15
Newton Recreation Center	$ .45
Paul Kirk's Ford	$ .35
English/Communications Cross Reference Catalog (CRC)	$1.50

Natural Science CRC	$3.20
Social Science CRC	$3.30
Mathematics	$3.50
Career Education CRC	$ .75
Introductory Guide to Activity Sheet Preparation	$ .75
Student Career Guide	$5.25
Student Program Guide	$6.50
Experience Site Analysis Manual	$2.90
Guide for Resource Persons	$ .35
Camera Ready EBCE Consumable Forms	$1.15
Basic Skills Inventories	$ .40
Bwsic Skills Inventories (Answer Sheet)	$ .05
Basic Skills Inventories (Key)	$ .05
Community Is the School	$ .50
List of Experience Site Placement Opportunities	$ .45
"Sample" Learning Guide	$1.10
Log for Monitoring Resource Persons Availability	$1.20
EBCE Implementation Guide	$ .80
Horizons on Display (Brochures/Maps)	no charge

Highlights **For Your Notes**

Special Training:

Implementation of this program as it is designed recommends the training of a staff member as the coordinator of the program and an experience-site analyst.

Evaluation Results:

This product was approved by the Joint Dissemination Review Panel on May 6, 1975. This approval indicates that the product has been tested and shown to be educationally meaningful.

Bias Rating:

The materials reviewed included student handbooks and a teacher's guide. The reviewer found no significant bias.

Services Available:

Visitors will be received by appointment, both at the project site and at demonstration sites throughout the state. Project staff can attend out-of-state awareness conferences (expenses partially subsidized). Training is conducted at the project site. Adopting site must cover all trainer costs, as well as own costs; training may be conducted out-of-state (exemplary project staff costs must be paid).

Contact for Materials and Consultation:

Harold L. Henderson, Director
EBCE Program
Appalachia Educational Laboratory
P.O. Box 1348
Charleston, West Virginia 25325
(304) 344-8371

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Building Your Tomorrows
(Grades 2-3)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Citizenship
Economic Education
Elementary Education
Individual Characteristics
Interpersonal Relationship
Occupational Information
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 2-3

Highlights

For Your Notes

Effect on Students:

This material is designed to help students:

1. Become aware of differences in interests and emotions;
2. Assess readiness skills;
3. Understand effect of behaviors on others;
4. Understand interdependency of jobs;
5. Understand various work locations and conditions;
6. Understand necessity for rules and laws;
7. Understand factors that influence decision-making; and
8. Understand how to plan to attain goals.

Description:

This set of materials represents a section of a Career Education curriculum model developed for the American Institute for Research in the Behavioral Sciences. The materials are designed to serve as a bank of instructional units that could be used to implement a comprehensive program K-12.

The program is structured into three curriculum strands: "Learning About Self," "Learning About the World of Work," and "Goal Formulation and Personal Planning."

Highlights

For Your Notes

THE FIRST STRAND, "Learning About Self," is concerned with developing an awareness of how individuals differ in their physical skills, academic skills, interests, attitudes, emotions, and values.

THE SECOND STRAND, "Learning About the World of Work," provides information about the characteristics of a range of occupations, interdependency of jobs, an understanding of how the needs of individuals, groups, and society are met through work, and the relationship to the economic system (production, distribution, and consumption).

THE THIRD STRAND, "Goal Formulation and Personal Planning," ties strands one and two together to help students formulate individual plans.

Each of the strands is written such that it provides a foundation for the same strand or the next higher grade level and builds on it at the next lower level. The modules are targeted for a grade level but may be used at several grade levels. Each module is complete within itself and is made up of the following:

A Teacher's Guide that contains an overview of the student objectives, step-by-step description of each student activity and how to implement the activity sheets, the module test, and its key. At the end of each guide, a section is identified for teacher supplementary material.

Student Activity Materials:

Strand One, 5 Modules. The activities involve students (1) in looking at how people differ, behave toward each other, and change; (2) in examining moods, likes, and dislikes; and (3) in identifying ways academic skills learned in school are useful out-of-school.

Strand Two, 13 Modules. The activities involve students in looking at individual and group responsibilities, understanding the purpose of rules and laws, and learning about goods and services, worker and consumer interdependency, working conditions and locations, and working with and for money. They also learn about farmers, bakers, water workers, weather forecasters, secretaries, advertising, and park rangers.

Strand Three, 4 Modules. The activities involve students in learning how skills learned in school are used in the world of work, identifying work tasks at school, looking at factors that can affect decisions, and identifying the steps to accomplishing a specific goal.

The activities also involve the students in discussions, completing sentences, writing stories, role playing, interviewing, taking field trips, viewing films and filmstrips, interpreting, simulation tasks of jobs, reading, and identifying categories.

The academic tie-in is mainly with language arts and social sciences.

An Information Booklet that contains a description of the curriculum organization through charts, content analysis of the modules, price information, and ordering procedures.

Materials Needed:

This set of materials is organized into strands and modules within the strands. For each module, there is a teacher's guide, a student activity sheet, and tests. See "Financial Requirements" for a listing of modules.

Financial Requirement:

Strand I: Learning About Self	G*	A*	T*	Set*
1. Ways People Differ	$3.95	$1.65	$1.10	$11.35
2. How We Act Toward Others	$3.95	$1.10	$1.10	$ 9.81
3. You Are a Student	$3.95	$2.20	$1.10	$12.89
4. How You've Changed	$3.95	$2.20	$1.10	$12.89
5. Look at You	$3.95	$2.20	$1.10	$12.89

Strand II: Learning About the World of Work	G*	A*	T*	Set*
1. Individual Responsibility and the Group	$3.95	$1.10	$1.10	$ 9.81
2. Why Do We Need Rules and Laws	$3.95	$1.65	$1.10	$11.35
3. Learning About Goods and Services	$3.95	$2.20	$1.65	$14.42
4. Worker and Consumer Interdependency	$3.95	$2.20	$1.65	$14.42
5. Work Conditions and Locations	$3.95	$1.65	$1.10	$12.28
6. Working for Money, Working with Money	$3.95	$2.75	$1.65	$15.96
7. Working on Farms	$3.95	$3.30	$2.20	$19.03
8. The Bakery	$3.95	$3.85	$2.20	$20.67
9. Water Workers	$4.95	$1.65	$2.20	$14.35
10. The Weather Forecaster	$3.95	$2.20	$1.10	$12.89
11. Why and How Advertising is Done	$3.95	$1.65	$1.10	$11.35
12. How to Be a Secretary	$3.95	$2.20	$1.10	$12.89
13. Meet the Park Ranger	$3.95	$1.65	$1.10	$11.35

Strand III: Goal Formulation and Personal Planning	G*	A*	T*	Set*
1. School and the World Outside	$3.95	$1.10	$1.10	$ 9.81
2. You Are a Worker	$3.95	$2.20	$1.65	$14.42
3. Factors That Affect Our Decisions	$3.95	$1.65	$1.65	$12.89
4. Planning to Achieve Your Goals	$3.95	$1.10	$1.10	$ 9.81

***Key**
G: Teacher's Guides (sold by single copy)
A: Student Activity Materials (sold in packages of 10)
T: Module Tests (sold in packages of 10)
Set: Classroom Sets (consists of one teacher's guide, 30 student sheets, and 30 module tests

Special Training:

None.

Highlights | **For Your Notes**

Evaluation Results:

The publisher claims a rather detailed field testing was conducted and revisions made based upon the results. The findings and analysis were not provided for inspection and verification as to effect on students.

Bias Rating:

No biasing elements were present in any of the materials reviewed.

Services Available:

None identified.

Contact for Materials and Consultation:

Allison Associate
P.O. Box 313
Troy, Michigan 48084
(313) 689-2990

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CAREER EDUCATION
PRODUCT FILE
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Building Your Tomorrows
(Grades 10-12)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Economic Education
Individual Characteristics
Occupational Information
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Grades 10-12

Highlights

Effect on Students:

This product is designed to assist students in identifying information about self, determining areas for self-development, obtaining occupational information, and planning their future.

Description:

This set of materials represents a section of a Career Education curriculum model developed for the American Institute for Research in the Behavioral Sciences. The materials are designed to serve as a bank of instructional units that could be used to implement a comprehensive program K-12.

The program is structured into three curriculum strands: "Learning About Self," "Learning About the World of Work," and "Goal Formulation and Personal Planning."

THE FIRST STRAND, "Learning About Self," is concerned with developing an awareness of how individuals differ in their physical skills, academic skills, interpersonal skills, interests, attitudes, emotions, and values.

For Your Notes

Highlights | **For Your Notes**

THE SECOND STRAND, "Learning About the World of Work," provides information about the characteristics of a range of occupations, interdependency of jobs, an understanding of how the needs of individuals, groups, and society are met through work, and the relationship to the economic system (production, distribution, and consumption).

THE THIRD STRAND, "Goal Formulation and Personal Planning," ties strands one and two together to help students formulate individual plans.

Each of the strands is written such that it builds upon the same strand at a lower grade level. The modules are targeted for a grade level but may be used at several grade levels. Each module is complete within itself and is made up of the following:

A Teacher's Guide that contains an overview of the student objectives, step-by-step description of each student activity and how to implement the activity sheets, the module test, and its key. At the end of each guide, a section is identified for teacher supplementary material.

Student Activity Materials:

Strand One, 5 Modules. The activities involve students in becoming aware of feedback about self and how to deal with it, and how a person's identity is formed.

Strand Two, 8 Modules. The activities involve students in investigating hiring practices, learning about labor unions, acquiring knowledge about science-related occupations, understanding challenges of living on their own, and becoming familiar with a job categorizing system.

Strand Three, 9 Modules. The activities help students to understand processes and factors of life expectations that influence making realistic occupation decisions. The topic of job application skills is addressed.

An Information Booklet that contains a description of the curriculum organization through charts, content analysis of the modules, price information, and material ordering procedures.

Materials Needed:

This set of materials is organized into strands and modules within the strands. For each module, there is a teacher's guide, a student activity sheet, and tests. See "Financial Requirements" for a listing of modules.

Highlights

For Your Notes

Financial Requirement:

Strand I: Learning About Self	G*	A*	T*	Set*
1. Methods of Assessing Individual Differences: Purposes & Limitations	$3.95	$3.30	$1.64	$17.49
2. Getting Feedback from Other People	$3.95	$2.20	$1.10	$14.42
3. Personal Goals	$3.95	$3.30	$1.10	$15.96
4. Acquiring Skills, Interests, & Attitudes	$3.95	$2.20	$1.10	$12.89
5. The Involving Self	$3.95	$4.95	$1.10	$20.57

Strand II: Learning About the World of Work	G*	A*	T*	Set*
1. Assessing Biases in Hiring	$3.95	$4.95	$1.65	$22.10
2. Research on Biases in Hiring	$3.95	$8.33	$1.65	$32.32
3. Labor Unions in an Industrial Society	$3.95	$2.75	$1.10	$14.42
4. Careers in Science	$3.95	$3.85	$1.65	$17.49
5. New Careers: The Paraprofessional	$3.95	$4.95	$1.10	$20.57
6. Living on Your Own	$3.95	$3.30	$1.10	$17.49
7. The AIR Career Clusters	$3.95	$2.20	$1.65	$14.42
8. Governmental Policy, Employment, and the Economy	$3.95	$3.30	$1.10	$15.96

Strand III: Goal Formulation and Personal Planning	G*	A*	T*	Set*
1. Post Secondary Schooling	$3.95	$8.80	$1.65	$32.85
2. Your Work Attitudes and Expectations	$3.95	$6.60	$1.10	$25.17
3. Living and Working in the City	$3.95	$3.85	$1.10	$17.49
4. How Realistic Are Your Life Style Expectations	$3.95	$4.40	$1.10	$19.03
5. Career Decision Making	$3.95	$4.95	$3.85	$28.25
6. Values in Relation to Career Planning	$3.95	$4.40	$1.10	$19.03
7. Changing Careers	$3.95	$1.10	$1.10	$ 9.81
8. Job Application Skills	$3.95	$4.40	$2.20	$22.10
9. Volunteer Work as Career Preparation	$3.95	$3.85	$1.65	$19.03

*Key
G: Teacher's Guides (sold by single copy)
A: Student Activity Materials (sold in packages of 10)
T: Module Tests (sold in packages of 10)
Set: Classroom Sets (consists of one teacher's guide, 30 student sheets, and 30 module tests

Special Training:

None.

Evaluation Results:

The publisher indicates that this product was thoroughly field tested and revisions made based upon the findings. The reviewer was not provided with any of the results or findings from which to verify the impact of the materials upon the students.

Bias Rating:

There did not appear to be any significant examples of bias in the materials reviewed.

Highlights	**For Your Notes**
Services Available: None identified.	
Contact for Materials and Consultation: Allison Associates P.O. Box 313 Troy, Michigan 48084 (313) 689-2990	

ADDITIONAL REVIEWER COMMENTS

The work upon which this fact sheet is based was performed pursuant to Contract No. 400-76-0093 of the National Institute of Education. It does not, however, necessarily reflect the views of that agency. The work was conducted by "Project CEDISS," a project of the Career Education Office of the Michigan Department of Education. Communication about Project CEDISS should be directed to the manager:

David Lowman
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P.O. Box 30008
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CAREER EDUCATION
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Career Information System and Exploring Career Decision Making

Appalachia Education Laboratory

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Decision-Making Skills
Occupational Choice
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is designed to help students:

1. Develop decision-making abilities;
2. Become aware of factors that influence decisions about choosing an occupation; and
3. Relate personal interests, values, and abilities to occupations.

Description:

This program is intended to provide students with experiences in occupational exploration. The activities involve students in identifying their interests and abilities and then connecting them with worker trait groups and occupations. This program is designed to be a one-semester course, or mini-course, as described in the teacher's edition. The program is made up of the following parts:

A "Teacher's Edition for Exploring Career Decision Making," a book that contains the student text with comments and suggestions related to the lessons in the margins. The material needed for each lesson is listed as well as lesson preparation tasks.

Highlights	**For Your Notes**

An "Activity Book for Exploring Career Decision Making" for students, a workbook that contains charts, checklists, and forms to be completed by the student. This booklet is designed to be used with text activities. The intent of this booklet is to serve as a record of information that could be useful in making career plans.

The "Career Information System Start Up Package," a filmstrip and cassette set depicting workers in non-stereotype roles and providing the meaning of long and short term goals, decision-making strategies, economic and social influences in job decisions, the meaning of credentials and competencies, the meaning of aptitudes and how to use various occupational information media. Two separate cassettes entitled, "Sounds of Work" and "What Is My Occupation" accompany this set.

The "Worker Trait Group Guide" containing 66 worker traits of 12 groups. It is based on the following types of worker qualifications: education, specific training, type of activities preferred by worker, ability to adjust to different working situations, levels of aptitudes, physical capacities, and levels of complexity of involvement of worker. The student can use this guide to read about occupations within the trait groups.

The "Career Information System Guide," designed to help students use the occupational information system materials. This guide contains pages from the various materials and has annotations in the margins explaining codes and identifying meanings of code numbers, abbreviations, and labels.

"Individual Activities for Career Exploration" booklets, designed for student use for identifying goals through recording information about self and work interests.

The "Career Information System Professional Manual," intended to be used as a guide to setting up the job information system entitled "Career Information System" and the use of the related material. All parts of the system are described in this manual.

A "Worker Trait Group Keysort Deck" of 66 cards, one for each worker trait group, designed to help students locate occupation information.

A "Worker Trait Group Index to Occupational Information" book that contains sections, indexed by Worker Trait Groups, with references by page number to the Occupational Outlook Handbook and the Encyclopedia of Careers. This index is designed to include other occupational information resources.

A "Worker Trait Group File Content Notebook" that contains dividers for each of the twelve areas and the 66 groups. It is designed to be used for listing the occupational resources.

Preprinted File Cards for setting up an alphabetical listing of all occupational titles in the Career Information System.

Highlights

A **"School Subject Occupation Index"** that relates academic subjects to occupations and the worker trait groups.

A Worker Trait Group/School Subject Chart containing a listing of academic subject areas and worker trait groups. If a subject and a worker trait intersect, students can identify a direct or indirect relationship.

"The Work Activity Checklist," "The Work Situation Checklist," and "The Work Aptitude Checklist," designed for students to rate their work activities, situations, and aptitudes to their interests and abilities.

A "Worker Trait Group Index to the Occupational Outlook Handbook" containing an alphabetized listing related to items in the Occupational Outlook Handbook.

A "Worker Trait Group Index to Encyclopedia of Careers" containing an alphabetized listing related to items in the Encyclopedia of Careers.

Materials Needed:

See titles listed under "Financial Requirement."

Financial Requirement:

Teacher's Editions for Exploring Career Decision Making	$ 19.95
Activity Book for Exploring Career Decision Making	$ 8.50
Career Information System Start Up Package Filmstrip Set	$108.00
Sounds of Work/What Is My Occupation Cassette	$ 9.50
Worker Trait Group Guide	$ 11.95
Career Information System Guide	$ 4.50
Individualized Activities for Career Exploration (pkg. of 10)	$ 6.50
Career Information System Professional Manual	$ 12.00
Career Information System Professional Manual	$ 12.00
Worker Trait Group Keysort Deck	$ 45.00
Worker Trait Group Index to Occupational Information	$ 6.00
Worker Trait Group File Content Notebook	$ 19.95
Preprinted File Cards (pkg. of 500)	$ 10.00
School Subject Occupation Index	$ 4.95
Worker Trait Group School Subject Chart	$ 6.00
Work Activity Checklist (pkg. of 30)	$ 2.80
Work Situations Checklist (pkg. of 30)	$ 2.80
Work Aptitudes Checklist (pkg. of 30)	$ 2.80
Worker Trait Group Index to Occupational Outlook Handbook	$ 1.50
Worker Trait Group Index to Encyclopedia of Careers	$ 1.50

Special Training:

None.

For Your Notes

Highlights **For Your Notes**

Evaluation Results:

The publisher indicates that this product was field tested in 1973-75 and, based upon the results, the materials were revised. The data and results were not provided to the reviewer to verify the claim or determine the impact of the product upon the students.

Bias Rating:

The reviewer found no significant incidences of bias against any groups.

Services Available:

None identified.

Contact for Materials and Consultation:

William H. Loftis
22615 Rosedale Boulevard
St. Clare Shores, Michigan 48080
(313) 779-6826

Publisher

McKnight Publishing Company
P.O. Box 2854
Bloomington, Illinois 61701

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CAREER EDUCATION PRODUCT FILE

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Project MATCH

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Attitudes
Career Choice
Citizenship
Consumer Education
Decision Making Skills
Elementary Education
Secondary Education
Self-Concept

CEDISS Area:

Instruction

Target Audience

K-8

Highlights

For Your Notes

Effect on Students:

The program is designed to help students to:

1. Develop a positive attitude toward self, others, and school;
2. Become aware of their civic responsibilities;
3. Become aware of the basic structure of the economic system and their roles as consumers;
4. Develop a positive attitude toward work;
5. Become aware of various occupational groups, relate them to individual aptitudes, interests and abilities, and examine job options available to them; and
6. Increase their proficiency in making decisions based on personal goals.

Description:

Project MATCH has developed a program intended to introduce career education concepts into an existing K-8 curriculum. The program consists of several parts:

TERMINAL PERFORMANCE OBJECTIVES contained in a book and categorized under the topics:

Career Awareness
Attitude Development
Education Awareness
Economic Awareness
Consumer Competencies
Career Orientation
Career Exploration

Highlights

For Your Notes

Career Planning and Decision Making Skill Development
Civic Responsibility

EIGHT CAREER EDUCATION SKILL CONTINUUM BOOKLETS, Volumes I, III, IV, V, VI, VII, VIII, and IX (Volumes II and X are not included in this description.) The booklets are designed to help to develop and implement a K-8 Career Education program.

The contents of the booklets correspond to the terminal performance objectives. For each terminal performance objective, the activities are designed to be achieved at a certain grade level competency. Accompanying the activities are suggested subject matter areas, resources, and evaluation ideas.

FOUR TEST BOOKLETS labeled, "Career Awareness K-1," "Career Awareness 2-3," "Career Concepts 4-6," and "Personal Career Readiness 7-8" that contain multiple choice items.

SIX LEARNING ACTIVITY PACKAGES for grades 7 and 8. Each learning activity package is a self-paced, individualized learning sequence of activities. The activities in each booklet have a workbook format that asks students to complete sentences, complete forms, identify lists, and identify definitions. The topics of the packages focus on how to get started in finding information in planning for a job, looking into the future, job research, studying job options, looking at various employment forms, and how to implement plans for preparation for a job.

AN INDIVIDUALIZED READING CENTER PROGRAM GUIDE. This guide contains a description of a reading program which has been implemented through an individual contract approach.

THE SIMUTOWN PROGRAM for grades 4-5-6-7. The teacher's guide has descriptions of simulation activities in banking, business operations, and city government. The predominant subject matter areas incorporated are mathematics, language arts, and social studies. The guide also contains vocabulary tests and evaluation strategies.

A PROJECT MATCH GAME BOOK containing ideas for games for students that focus on job titles, job skills, and work-related topics.

A CAREER AWARENESS UNIT PACKET that contains a teacher's guide, a maxi-unit book of six units, a pre-post test booklet, and a mini-unit book of five units.

This program is for grades 5-9. Within the units, the students experience assessing self-awareness and job investigations. Throughout the lessons, the student completes assignments related to reading, writing, and identifying plans for a high school program. The activities involve the students in completing worksheets, sentence completion, identifying lists, and defining words. The maxi-unit is to be completed in nine weeks. The mini-unit is designed for five weeks.

Highlights **For Your Notes**

The teacher's guide contains a description of the objectives and activities for each unit. The guide also contains teacher tips and an answer key to the student activities.

A CAREER APPRENTICE PROGRAMS TEACHER'S GUIDE containing units, designed for a nine-week period, that involve students with on-the-job experiences and on-site observations. The students are assigned, during regular class periods, to shadow the worker or, on some occasions, perform some work duties similar to those of the job. Classroom activities, within the units identified in this guide, are designed to prepare the students for the field experience. They study job applications, interviewing, and information about employer expectations and employee responsibilities. The program is designed for a nine-week period. This guide has pre and post tests and answer keys to each activity unit.

A SET OF CAREER EDUCATION INFUSION UNITS for grades K-8. Each unit is accompanied by a pre-post test. Each unit contains a goal description, learner activities, and appropriate learner resources such as titles of films, filmstrips, and kits.

Materials Needed:

See the list of materials under "Financial Requirement."

Special Training:

Approximately two days of inservice required.

Evaluation Results:

This product has been approved by the Joint Dissemination Review Panel. This approval indicates that the product has been shown to be educationally and technically sound.

Bias Rating:

The product contained student booklets, learning activities, and a teacher's guide. The reviewer found slight bias in the pictures presented. The pictures contained no minority groups in working roles and women and men were shown in traditional male/female family and occupational roles.

Services Available:

An inservice training model has been developed. Contact Dr. Steinbaker, address below, for inservice program assistance.

1 Terminal Performance Objectives Book	$ 3.35
8 Skills Continuum Books	
Volume 1 - Career Awareness	$14.85
Volume 3 - Attitude Development	$10.35
Volume 4 - Educational Awareness	$ 7.85
Volume 5 - Economic Awareness	$ 9.95
Volume 6 - Consumer Competencies	$11.45
Volume 7 - Career Orientation	$ 7.35
Volume 8 - Career Exploration	$ 6.75
Volume 9 - Career Planning & Decision Making	$ 5.55
1 Set of Career Education Evaluation Tests:	
Grades K-1 Career Awareness	$17.00/100 or $ 1.55 each
Grades 2-3 Career Awareness	$22.00/100 or $ 1.95 each
Grades 4-6 Career Concepts	$25.00/100 or $ 2.25 each
Grades 7-8 Personal Career Readiness	$30.00/100 or $ 2.45 each
1 Special Programs Book "Simutown" (Grades 4-6-7-8)	$28.35
1 Career Education Individualized Reading Center:	
Program Book (Grades 7-8)	$10.00
Reading Contract (Grade 7)	$ 1.65
Reading Contract (Grade 8)	$ 1.65
6 Individualized Learning Activity Packages (Grades 7 & 8):	
Volume I - Getting Started	$ 3.75
Volume II - Ten Years from Now	$ 3.05
Volume III - The Big Picture	$ 2.65
Volume IV - Maybe I'll Become	$ 2.25
Volume V - My Life-To Be Valued	$ 2.55
Volume VI - On My Way	$ 2.95
1 Citizen Apprentice Program Teacher's Guide (Grades 7 & 8)	$ 3.35
1 Project MATCH Games Book:	
Career Reel	$ 1.85
Career Rummy	$ 1.95
Evidence Game	$ 2.05
From Tree to Tree	$ 1.45
How to Make Helicopters (kit)	$ 1.45
Ideal Vacation Game	$ 2.25
Independent Study Tic-Tac-Toe	$ 1.75
Job Cluster Identification Game	$ 1.65
One Little Apple	$ 1.45
People, Ideas, Things	$ 1.85
The Golden Record Game	$ 1.75
Match the Person Game	$ 1.35

Level	Title	Price
K	Circus	$ 1.45
	Test	$ 1.45
K	Farm	$ 1.45
	Test	$ 1.45
K	Zoo	$ 1.35
	Test	$ 1.45
K-4	Cross-Age Plan: Helping Myself & Others	$ 1.45
1	A Good Lunch	$ 1.45
	Test	$ 1.55
1	A Good Breakfast	$ 1.55
	Test	$ 1.55
1	Dinosaurs	$ 1.45
	Test	$ 1.45
1	How Do Families Help One Another	$ 1.85
	Test	$ 1.35
1	Small Town, U.S.A.	$ 2.85
1	The Food You Eat	$ 1.75
	Test	$ 1.55
2	Advertising & Merchandising	$ 1.35
	Test	$ 1.45
2	Land Use	$ 1.35
2	Advertising	$ 1.45
2	Uses of Money	$ 1.45
	Test	$ 1.45
2	Why People Need to Work	$ 1.65
	Test (Why Work?)	$ 1.65
3	A Community Works for Health	$ 1.55
3	Art: Sculpture and Architecture	$ 1.45
	Test	$ 1.65
3	Economic Production - Manufacturing	$ 1.95
	Test	$ 1.65
3	Environmental Health	$ 1.65
	Test	$ 1.65
3	Geography	$ 1.45
	Test	$ 1.55
3	Geo-physical Environment	$ 1.65
	Test	$ 1.45
3	Math - Budgeting	$ 1.35
	Test	$ 1.45
3	Ontario - Your City	$ 1.45
	Test	$ 1.45
3	Our Class Newspaper	$ 1.45
3	Planning a Trip to Mexico	$ 1.55
	Test	$ 1.45
3	Trip Planning	$ 1.55
	Test	$ 1.65
4	Communications	$ 1.65
	Test	$ 1.65
4	Goods & Services in the American Economic System	$ 1.55
	Test	$ 1.35
4	Selecting and Using Foods	$ 1.35

Level	Title	Price
4	Architecture	$ 1.65
4	World of Music	$ 1.35
	Test	$ 1.85
4	Introduction to Music	$ 1.56
	Test	$ 1.75
4-6	Personal Health Sequence	$ 5.45
4-6	California Day	$ 1.85
5	Dramatic Production	$ 2.95
	Test	$ 1.65
5	Research Skills	$ 1.55
	Test	$ 1.65
5	Modern Science	$ 1.65
5	Vacation Planning	$ 1.55
	Test	$ 1.65
5-6	Astronomy: Our Moon	$ 1.55
	Test	$ 1.85
5-6	Astronomy: Our Sun	$ 1.45
	Test	$ 1.95
6	American Economic System	$ 1.35
	Test	$ 1.85
6	Art	$ 1.55
6	Civics - Municipal Government	$ 1.55
	Test	$ 1.65
6	Cultural Tradition in Performing Arts	$ 1.65
6	Energy and Ecology	$ 2.14
	Test	$ 1.85
6	Family Life Responsibilities	$ 1.45
	Test	$ 1.95
6	Kite and Glider Making	$ 1.75
7	Clothing Learning Sequence: Buying Clothes for Use and Fashion	$ 1.45
7	Checks and Checking Accounts	$ 1.45
7	Choosing Clothes for You and Your Activities	$ 1.35
7	Choosing Food for Health and Vitality	$ 1.55
7	Goods and Services: Household Furnishings and Equipment	$ 1.55
7	Planning Projects to Match Your Ability	$ 1.65
7-8	Creating Clothes to Wear and Enjoy	$ 1.45
7-8	Historiography Unit: Industrialization-Industrial Revolution	$ 1.95
	Test	$ 2.35
7-8	Maintaining Your Clothes for Attractiveness	$ 1.35
7-8	Citizen Apprentice Program	$ 2.85
	Test	$ 2.05
8	Making a Household Budget	$ 1.55
	Test (Planning a Household Budget)	$ 1.95
8	Use of the Potter's Wheel	$ 1.45

(Prices as of October 1979)

Contact for Materials and Consultation:

Dr. Norm Steinbaker
Project Specialist
Ontario-Montclair School District
950 West D Street
Ontario, California 91761
(714) 983-9501

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David Lowman
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CAREER EDUCATION
PRODUCT FILE
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PEER-Plus

Educational Experiences in Relationships

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Communication Skills
Group Relations
Interpersonal Relationship
Secondary Education
Self-Evaluation

CEDISS Area:

Instruction

Target Audience

Ages 15 and up

Highlights

For Your Notes

Effect on Students:

The product is intended to help students learn about their strengths and potential through positive group atmosphere and to develop communication skills.

Description:

PEER is a structured group interaction program that begins with a general discussion followed by ten 2½-hour sessions that focus on experiences designed to build trust, caring, openness, self-esteem, and communication skills.

The following materials make up the PEER-Plus packet:

PEER PROGRAM FOR YOUTH. A paperback book that describes the purpose of the program and outlines of the content of each of the ten group sessions.

A FACILITATOR'S GUIDE AND TRAINER'S GUIDE that contains information on (1) how to plan for the program; (2) what is necessary for the facilitator to know and to plan; (3) group interaction skills; (4) how to develop communication skills; (5) group dynamic processes; and (6) issues that concern the facilitator. A section of the Guide entitled "Trainer's Guide" focuses on the trainer roles and responsibilities.

Highlights

For Your Notes

A DECK OF ACTIVITY CARDS ENTITLED "PLUS." This set of cards corresponds to the PEER paperback book and specifies activities in detail. The activity cards are color-coded to correspond with the Facilitator's Guide.

Materials Needed:

A packet of:
 "Peer Program for Youth" paperback
 "Plus" card deck
 "Facilitator's Guide"

Financial Requirement:

A packet of:
 "Peer Program for Youth" paperback
 "Plus" card deck
 "Facilitator's Guide" $10.00

(Price as of September 1978)

Special Training:

A workshop is recommended. The developer states that this program will have greater effectiveness if a leader first experiences the program in a training session under the leadership of a PEER trainer.

Evaluation Results:

The product was reported as formatively and summatively evaluated in 17 counties. No documentation regarding the evaluation was provided.

Bias Rating:

The reviewer found no significant bias.

Services Available:

See "Contact" below.

Highlights

For Your Notes

Contact for Materials and Consultation:

Michigan 4-H Program
175 South Anthony Hall
Michigan State University
East Lansing, MI 48824
(517) 355-0180

Contact for Information About Availability for Workshops:

Local 4-H Agent or Program Assistant
Yellow Pages of Local Telephone Directory under:
"Government — County of," Cooperative Extension Service

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Communicating: A 4-H Guide To Presenting Information

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Education
Communication Skills
Mass Media
Media Selection
Secondary Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is intended to help students understand the variety of ways through which they and others can communicate ideas.

Description:

The product is largely a handbook designed to serve as a manual of information about a variety of media, instructions about how to use them, and the projected effectiveness of each. The notebook is divided into 15 sections: Publicity, Newswriting, Newsletters, Radio, Television, Video Tape, Public Speaking, Demonstration, Graphics, Exhibits, Cartooning, Slide-Tapes, Skits, Puppets, Awareness Terms.

Materials Needed:

One 3-ring notebook containing the handbook.

Financial Requirement:

Communication Made Easy: A 4-H Guide to Presenting Information	$9.00

(Price as of September 1978)

Highlights	For Your Notes
Special Training: Workshop is recommended.	
Evaluation Results: The product was piloted in five counties. Results of the pilot were not provided to the reviewer.	
Bias Rating: The reviewer found no significant bias.	
Services Available: None identified.	
Contact for Materials and Consultation: Michigan 4-H Youth Program 175 South Anthony Hall Michigan State University East Lansing, MI 48824 (517) 355-0180	

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CAREER EDUCATION PRODUCT FILE

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Challenge

Michigan 4-H Program

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Education
Leadership
Outdoor Education
Recreational Activities
Secondary Education
Survival

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is intended to assist a teacher or 4-H club leader to help the student become aware of ways to use the out-of-doors for leisure time activities, including learning how to cook, sleep, travel, and obtain shelter while living in it.

Description:

The product is designed around a leader's manual entitled, "Michigan 4-H Challenge." This looseleaf notebook is divided into 11 topics:

Introduction to Challenge
Leadership
Foods and Nutrition
Map and Compass
Camp Craft
Survival
Pioneer and Indian Skills
Wilderness Transportation
Mountaineering
Caving
Confidence Courses and Initiative Activities

Through the use of this manual during training, potential leaders can learn how to develop and start out-of-doors programs which will "challenge" students.

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Highlights	For Your Notes
Materials Needed: Michigan 4-H Challenge Leadership Manual	
Financial Requirement: Michigan 4-H Challenge Leadership Manual $11.50 (Price as of September 1978)	
Special Training: Inservice training required for leaders.	
Evaluation Results: An evaluation of the product was conducted. A report of the results is scheduled to be available by mid-1979. Presently, the impact of the product on students is not known.	
Bias Rating: The reviewer found the pictures biased in that they represented only white racial groups. The reviewer found no other significant bias.	
Services Available: For information, including available inservice training: Local 4-H Agent or Program Assistant Yellow Pages of Local Telephone Directory under "Government — County of" Cooperative Extension Services	
Contact for Materials and Consultation: Michigan 4-H Youth Program 175 South Anthony Hall Michigan State University East Lansing, MI 48824 (517) 355-0180	

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CAREER EDUCATION PRODUCT FILE

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Group Dynamite

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Education
Communication Skills
Group Relations
Leadership
Problem Solving
Secondary Education

CEDISS Area:

Instruction

Target Audience

Secondary

Highlights

For Your Notes

Effect on Students:

The product is designed to help students develop effective group skills. Through group experiences, the student becomes aware of how groups operate, how to set group goals, how members' behaviors affect groups, how to communicate in groups, and how groups make decisions and solve problems.

Description:

The product is built around a facilitator's guide that is divided into seven modules. The modules are titled:

Individuals in Groups
Group Environment and Setting
Group Goals and Tasks
Group Leadership
Communication in Groups
Problem Solving in Groups
Decision Making in Groups

Each module contains an introduction and exercises for practice of the ideas and skills in each module. The activities in this guide are intended for pre-meeting warm-up, weekly skill development sessions, or a concentrated block of time such as a workshop.

Materials Needed:

The facilitator's guide

Highlights	For Your Notes

Financial Requirement:

Facilitator's guide - "Group Dynamite"	$10.00

(Price as of September 1978)

Special Training:

Inservice recommended.

Evaluation Results:

The product was piloted with 500 people but results were not provided to the reviewer so the impact upon students, if any, is not known.

Bias Rating:

The reviewer found no significant bias.

Services Available:

Contact for information regarding workshop sessions:

Local 4-H Agent or Program Assistant
Yellow Pages of Local Telephone Directory under
"Government — County of"
Cooperative Extension Services

Contact for Materials and Consultation:

Michigan 4-H Youth Program
175 South Anthony Hall
Michigan State University
East Lansing, MI 48824
(517) 355-0180

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ADDITIONAL REVIEWER COMMENTS

Highlights

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Project Hear

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Decision-Making Skills
Elementary Education
Occupational Information
Secondary Education
Self-Evaluation
Sex Stereotypes

CEDISS Area:

Instruction

Target Audience

Grades 4-12

Highlights

For Your Notes

Effect on Students:

The program is intended to help students:
1. Become aware of their interests, values, and abilities;
2. Explore implications of sex-role stereotyping;
3. Explore occupation interests; and
4. Examine occupation information through a decision-making process.

Description:

The program is at three levels: primary, intermediate, and secondary.

Materials for the PRIMARY LEVEL include:
A Student Workbook, "Whatcha Gonna Be," organized in three units. The unit titled "All About Me" has activities such as completing sentences, listing, and answering questions about feelings, emotions, and interests. The unit titled "All About Work" contains activities that address the difference between work and play, men and women doing different kinds of work, and the concept of product development and goods and services. In these activities, students collect pictures, use the project filmstrip, write answers to questions. The unit titled "All About Deciding" contains a story that is followed by activities that require making a decision and then rationalizing about the decision.

"The Storybook," a booklet containing stories entitled "Everybody Gets Scared Sometimes" and "Dreams Sometimes Have to Wait." Both stories contain descriptions of what the work characters in the stories do. Suggested follow-up questions for discussion purposes are found in each booklet.

Highlights

For Your Notes

A Filmstrip and Cassette. The filmstrip, entitled "What Can I Be," has cartoon characters that talk about the work women are "supposed" to do and the work men are "supposed" to do. The intent is to bring out job stereotyping and to strengthen a notion that everyone can be whoever they want to be, regardless of sex.

A Set of 30 Slides Entitled "Images." The slides are intended to help students think about related human emotions and feelings they have experienced, and how feelings and emotions transfer into actions. Fifteen of the slides show people in a variety of activities that are intended to have students think about their interests and how their interests can lead to an occupational choice.

A Teacher's Manual contains descriptions of the program parts with procedural steps for implementation, questions to ask students, discussion possibilities, and additional ideas for activities.

Materials for the INTERMEDIATE LEVEL include:

A Workbook, "Whatcha Gonna Do?" is a student workbook of activities that focus on "Who Am I?" "Looking at Myself," "Looking at the World of Work," and "Deciding." Each activity in the unit requires looking at self and answering questions, completing lists, asking questions, and identifying what is important. The unit entitled "Looking at the World of Work" contains activities to help students look at work-related values, categories of jobs, and a research assignment on a particular job of interest. Certain questions are identified for the student to address. The unit entitled "Deciding" is made up of a situation for students to read followed by questions to answer regarding values that lead to certain decisions.

A Story Book that contains two stories entitled "What Do You Do at the Hospital, Mom?" and "The Missing Link." These stories are to be used with the workbook section on the world of work. They focus on 18 occupations in the areas of health and government which are projected to expand over the next ten years.

A set of 18 slides, entitled "Images," shows 18 workers at their jobs, performing in non-stereotyped occupations.

A Simulation Card Game, entitled "HEAR's Careers," is designed to inform students about the education and/or training required for a certain set of occupations. The game brings out the degree of difficulty for males and females in obtaining certain jobs. A pad of career record sheets is provided for student use during the game.

A Booklet, entitled "The Law and Employment - A Guide for Women," is designed to inform women of their basic rights and responsibilities in preparing themselves for a job. The pages contain a listing of legal rights, job discrimination identifications, and brief explanations about equal pay, promotion and seniority, minimum wage, student employment and vocational education, maternity leaves, and apprenticeships. There is also information on how to file a complaint on sex discrimination.

Materials for the SECONDARY LEVEL include:

A Student Workbook, Entitled "Working It Out," containing exercises for students to write out the answers in the book. The sections focus on identifying interests, examining various barriers to equal job opportunities, and changes in employment trends now and in the future. One section deals with activities related to identifying steps of the decision-making process and identifying occupations related to values. Most of the activities are self-instructional.

A Teacher's Manual contains an overview of the various components of the secondary level instruction, its purposes, and procedures for each exercise in the student workbook. A review of the terms and instructions is provided.

Highlights

For Your Notes

A Filmstrip/Cassette, entitled "The Dreamer," is a cartoon character situation that points out influences that could lead to occupational career planning, influences such as parents and school. "How well do you know yourself?" is the question that is suggested to use for a class discussion following the filmstrip.

An Occupational Resource Card System. This job information retrieval system includes a set of 850 cards. Each card contains 18 occupation characteristics. The descriptors are hole-punched according to the occupation on the card. The cards are grouped into general categories.

To use the system, the user refers to a group of cards, selects a characteristic that is of interest, and places the sorting needle into the punch hole of a stack of cards. By shaking the stick, the irrelevant cards remain on the needle and only those cards having the characteristic of interest fall out. The code number refers to the U.S. Department of Labor Dictionary of Occupation titles. By referring to the dictionary for a given code number on a resource card, the user can find more information about a particular occupation.

A Booklet, entitled "The Law and Employment - A Guide for Women," is designed to inform women of their basic rights and responsibilities in preparing themselves for a job. The pages contain a listing of legal rights, job discrimination identifications and brief explanations about equal pay, promotion and seniority, minimum wage, student employment and vocational education, maternity leaves, and apprenticeships. There is also information on how to file a complaint on sex discrimination.

Materials Needed:

Primary Level:
- 1 Teacher's Manual
- 30 Student Workbooks
- 30 "Storybooks"
- 1 Filmstrip/Cassette
- 1 Set of 30 Slides

Intermediate Level:
- 1 Teacher's Manual
- 30 Student Workbooks
- 30 "Storybooks"
- 1 Set of 48 Slides
- 1 Simulation Card Game
- 30 Legal Rights Handbooks

Secondary Level
- 1 Teacher's Manual
- 30 Student Workbooks
- 1 Filmstrip/Cassette
- 1 Manual Keysort System
- 30 Legal Rights Handbooks

Financial Requirement:

Primary Level (Grades 4-6)	$59.45
Intermediate Level (Grades 7-9)	$56.08
Secondary Level (Grades 10-12)	$86.24

Continued use of Project HEAR requires the replacement of the student workbooks.

(Prices as of September 1978)

In addition to materials, the costs of adopting Project HEAR's Learning Units by a school district include the expense of staff training. Adopters need to provide released time for staff in training and facilities in which the design can be implemented.

Highlights **For Your Notes**

Special Training:

Inservice training is recommended.

Evaluation Results:

This product is nationally validated by the Joint Dissemination Review Panel of the U.S. Office of education. The validation indicated that the program has achieved statistically and educationally significant results in the attainment of its goals. The reviewer inspected the evaluation data and agrees with the evaluation results.

Bias Rating:

No significant bias was found.

Services Available:

Visitors may see the product in use at two demonstration sites in New Jersey. During the adoption phase, the New Jersey project staff will provide consultation, follow-up inservices, training, and processing.

Contact for Materials and Consultation:

Cogent Associates
Attn: Jean L. Oddis, Office Manager
575 Ewing Street
Princeton, New Jersey 08540
(609) 921-1484

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CAREER EDUCATION
PRODUCT FILE
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Family Living Program

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Descriptors:

Daily Living Skills
Decision-Making Skills
Family Life
Interpersonal Relationship
Personal Growth
Secondary Education
Self-Examination

CEDISS Area:

Instruction

Target Audience

Junior and Senior High

Highlights

For Your Notes

Effect on Students:

The product is intended to help students explore self-identity and to examine life choices that may be available.

Description:

This program is made up of three units that could be used as a sequential presentation or individually in no specific sequence. Each unit contains three filmstrips and cassettes, nine worksheets, and a teaching guide.

UNIT I is entitled "The Individual" which focuses on the individual self, the social self, and the intellectual self. The filmstrips and cassette topics are:

"Who Am I?" explores personal identity through interviews and photographs of daily living situations of this age group.

"Growing Through Changes" focuses on the aspects of personal change — emotional, social, and intellectual.

"Your Choice" deals with the decision-making process through interviews with students. The viewer is asked to respond to issues or questions that are designed for self-examination through listening to a variety of responses.

Highlights	For Your Notes

UNIT II is entitled "Partners" and focuses on friendships and peer relationships and their impact on love and marriage. The filmstrips and cassette topics are:

"The Meaning of Love Is All You Need" examines love through the eyes of teenagers.

"A Friend Is" focuses on what the meaning of friendship is as it relates to identity and security.

"Marriage" addresses the topic through the eyes and experiences of eight people who are either single or married. The different interviews are intended to help students relate to marriage beyond the romance aspect.

UNIT III is entitled, "Family" which focuses on parenthood and family life. The filmstrip and cassette topics are:

"Parenthood: Why and When" is an introduction to concerns, problems, financial aspects, skills, knowledge, satisfactions, and sacrifices of parenthood.

"Family Dynamics" focuses on three different families who tell how they cope with everyday problems and differences involving their family members.

"A Family Album" points out family uniquenesses and common family concerns through certain family members.

The teaching guide for each unit outlines suggestions for the uses of the three filmstrips in the unit. The guide contains preparation techniques, questions for discussion purposes, suggested activities, a summary as well as illustrations and script of each filmstrip.

Three Ditto Masters for each filmstrip are included for making student worksheets for use either before or after they view the filmstrips. The activities contained in the worksheets require completion of sentences, writing essays, filling in blanks, and listing.

Materials Needed:

Three units: Unit I, "The Individual"; Unit II, "Partners"; Unit III, "Family"; each unit containing three filmstrips, three cassettes, one teaching guide, and nine worksheet ditto masters.

Financial Requirement:

Three units:	$179.50

(Price as of 1978)

Highlights	For Your Notes
Special Training: None.	
Evaluation Results: No evaluation data were available.	
Bias Rating: The reviewer found no stereotyped bias in the materials. The materials had an even distribution of ethnic, religious, racial, handicapped, and male/female characters.	
Services Available: None identified.	
Contact for Materials and Consultation: Scholastic Book Services 904 Sylvan Avenue Englewood Cliffs, New Jersey 07632	

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Lifeline

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Education
Life Roles
Secondary Education
Self-Evaluation
Values

CEDISS Area:

Instruction

Target Audience

Grades 7-12

Highlights

For Your Notes

Effect on Students:

The product is intended to help students develop or improve their abilities to examine values.

Description:

"Lifeline" is a values education program that is designed to be incorporated with subject matter areas. This program is made up of three sets of student activity cards, two sets of student booklets, and a teacher's guide.

The teacher's guide, entitled "Learning to Care," contains chapters that give an overview of the program, descriptions of the student materials and how to use them, curriculum suggestions of subject matter areas that are suitable for installing the segments of the program, and sample schedules for lessons.

One Segment of the program is made up of three sets of student activity cards. The segment is entitled "In Other People's Shoes." The three sets are entitled "Consequences," "Points of View," and "Sensitivity." Each set of cards contains drawings of incidents and life situations designed for discussion purposes. The discussions focus on the question, "What would you do?"

Highlights

For Your Notes

The Second Segment of the program is made up of two sets of student booklets. One set of booklets contains true, short stories involving people and situations. After reading the content, the student is asked to address the question, "What would you have done?" The second set of booklets in this segment of the program, entitled "Proving the Rule," deals with problems that arise in everyday life in which the student is asked to respond by describing feelings about rules, duties, responsibilities, identifying self, interests, and various authorities.

Materials Needed:

A Lifeline Materials Box that contains:

1	Teacher's Guide
46	Sensitivity Cards
71	Consequence Cards
6	"What Would You Have Done?" Booklets
63	Point of View Cards
5	"Proving the Rule" Booklets

Financial Requirement:

The Materials Box	$49.50

(Price as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

The reviewer found no significant bias in any of the materials. The materials display an appropriate distribution of minority groups in job and family roles.

Services Available:

None identified.

Highlights	**For Your Notes**
Contact for Materials and Consultation: Argus Communications 7440 Natchez Avenue Niles, Illinois 60648	

ADDITIONAL REVIEWER COMMENTS

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The Lollipop Dragon: World of Work Learning Module

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Consumer Education
Educational Games
Elementary Education
Job Skills
Occupational Information

CEDISS Area:

Instruction

Target Audience:

Primary, K-3

Highlights

For Your Notes

Effect on Students:

The product is designed to help students become aware of (1) a variety of occupations and their settings and (2) the meaning of the terms "goods" and "services."

Description:

The product includes a kit made up of multi-media materials that focus on an introduction to the world of work. The materials are:

Six Filmstrips and Three Cassettes of stories about people in the town of Tumtum:

"The Workers of Tumtum" shows that every person has a job to do; the student's job is going to school. Conversations take place about people working at different jobs.

"The Lollipop Factory" shows that many workers may be needed to produce certain products. Students view the manufacturing of lollipops which is intended to have students develop respects for all jobs.

"Building a New Clubhouse" points out that planning is important to getting a job done well.

Highlights

For Your Notes

"Trading Jobs in Tumtum" shows that education and training is necessary for success on the job.

"Making Dragon Cookies" focuses on job interdependence and the necessity of each person doing his or her own job.

"Changing World of Work in Tumtum" shows that jobs change as people's needs change. The story in this filmstrip centers around the disappearance of certain jobs that require some workers to learn how to do other jobs.

The "Dragon's Decks" is a set of 92 cards that show pictures of workers, the tools they use, and the products they make. The objective is to have students match workers, tools, and products.

The "Dragon's Games" are two matching games with a game mat which is designed to be used with the "Dragon's Decks."

The "Lollipop Hop Floor Game" focuses on goods workers produce and the services they perform. The objective is to match products or services with places where they can be obtained. One to eight students can play at one time. A deck of 48 yellow and blue cards that show various goods and services is used with this game. A bean bag and a poster scoreboard accompany this game set.

A Set of "Things to Do" activity cards are divided into four categories:

Class activites for the whole class to do together.
Small group activities for project work with teacher direction.
Role playing activites with open-ended stories to act out.
Individual activities (24) for students to do by themselves, with little or no teacher direction.

Special Wax crayons contained in the kit are intended for use with the activity cards.

Twenty-four Individual Activity Cards are divided into two groups, easy and hard. The easy group, card numbers 27-38, is identified as requiring minimal reading ability by the student. The easy cards are marked with a caterpillar near the card number. The hard group, numbers 39-50, require some reading proficiency. These cards are marked with a bee near the card number.

The "Classroom Management Guide" contains a description of each activity set in the kit with instructions to carry out each activity.

Highlights

For Your Notes

Materials Needed:

Six filmstrips, 3 cassettes
Workers of Tumtum and Community Mural
The Dragon's Game and Community Mural
The Lollipop Hop Floor Game
50 Things to Do Activity Cards
Crayons
Teacher's Manuals (2)

Financial Requirement:

The Lollipop Dragon Learning Module	$170.00
Six filmstrips, 3 cassettes, 1 guide	79.00
Workers of Tumtum and Community Mural	28.50
The Dragon's Game and Community Mural	29.00
The Lollipop Hop Floor Game	24.00
50 Things to Do Activity Cards	24.00
Crayons	1.25
Teacher's Manuals (2)	1.00 each

(Prices as of 1978)

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

This product did not contain any stereotypical bias. The reviewer found an equal distribution of male/female, racial, ethnic, and religious groups and handicapped persons in the material.

Services Available:

None identified.

Contact for Materials and Consultation:

Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Highlights

For Your Notes

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Lollipop Dragon Adventures In Self-Awareness: The Me I Can Be!

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Elementary Education
Feelings
Individual Characteristics
Self-Concept

CEDISS Area:

Instruction

Target Audience

K-3

Highlights

For Your Notes

Effect on Students:

The product is designed to help students develop a positive sense of self-worth and respect for others.

Description:

Six filmstrips and cassette tapes with the topics:

"Playing Tricks with Feelings," which points out that people have feelings in common and promotes respect for other people's feelings.

"The 'Hunt' for Special Talents," which emphasizes that people have different interests, talents, and abilities and promotes feeling of self-worth and respect for others.

"People on Parade," which focuses on similarities and differences in physical characteristics of people.

"Respect for Those Responsible," which promotes respect for adults.

"Unfriendly Friends," which deals with different kinds of social behaviors and levels of friendship.

Highlights

For Your Notes

"Finding Out About Feelings," which identifies feelings people have and shows that feelings cause people to act in certain ways.

Each filmstrip contains a set of questions for discussion and review along with suggested activities designed to reinforce the concepts.

A Set of 48 Activity Cards for student use contains ideas for activities for each of the six filmstrips. The activities are designed to reinforce concepts in the filmstrips. Each set of cards is accompanied by a teacher's guide that describes the student activities. (Duplicating masters of the cards are included.)

A Classroom Management Guide contains the filmstrip scripts, activity descriptions, and discussion questions for each filmstrip.

A Poster, "The Me I Can Be," is for a drawing activity for students with a place to draw their faces and other physical features.

A Box of Special Wax Crayons is for use with the activity cards and poster.

Materials Needed:

See listing under "Financial Requirement."

Financial Requirement:

6 Filmstrips and Cassette Tapes	$ 95.00
50 Activity Cards	18.00
1 Poster - The Me I Can Be	2.00
48 Activity Sheets	5.00
1 Classroom Management Guide	1.00
The complete set	$120.00

(Prices as of November 1978)

Note: The developers do not recommend the purchase of the filmstrips separately since the concepts of the filmstrips are tied in with the activity cards and sheets.

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Highlights	**For Your Notes**
Bias Rating: The reviewer found no significant bias.	
Services Available: None identified.	
Contact for Materials and Consultation: Society for Visual Education, Inc. 1345 Diversey Parkway Chicago, Illinois 60614	

ADDITIONAL REVIEWER COMMENTS

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Am I OK?

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Descriptors:

Communication Skills
Feelings/ID
Secondary Education
Self-Concept
Transactional Analysis/ID

CEDISS Area:

Instruction

Target Audience

Grades 7-12

Highlights

Effect on Students:

The product is intended to help students develop self-expression and communication skills.

Description:

Program materials include a paperback book, worksheets, posters and suggestions for teachers.

A Paperback Book entitled "Am I Okay?" is a student text that contains a description and examples of the theory of transactional analysis that is one approach to social psychiatry developed by Dr. Eric Berne. Transactional analysis is described as a theory designed to help people understand their feelings, the origins of their feelings and behaviors, and some paths for happier and healthier lives. The book contains exercises that request responses intended to reinforce explanation and information about transactional analysis.

For Your Notes

Highlights

For Your Notes

Thirty Spirit Masters for student worksheets are provided:

Feelings and Behaviors
Identifying Ego States
Knowing Your Parent
Know Your Child
Complementary Transactions
Crossed Transactions
Complementary & Crossed Transactions
Ulterior Transactions
Awareness Exercise One
Awareness Exercise Two
Negative Stroking
Anatomy of Discounting
Stroking Journal
Sorting Out Feelings, Beliefs, & Behaviors
Clarifying My Needs
Assessing Time Structuring
The Social Contract
Who Is Responsible?
Creating Games
The Games I Relate Through
Victim, Rescuer, & Persecutor Glasses
The Feeling Vocabulary
Becoming Aware of Feelings
Exercise in Facilitating
Clarifying My Contracts
Creative Fantasy

These worksheets are for use with the book. They can be used individually or in small group settings.

The "Teacher Suggestion Booklet" contains title, descriptions of the concept, goals, directions, and answer keys to assist in implementing each worksheet activity and poster activities.

Twenty-six Posters focus on six themes:

Understanding Your Personality
Transaction
Understanding Needs
Ways of Relating
Relating Through Games
Toward Valuing Self and Others

These posters are for use with exercises on the worksheets. They can serve as focal points for discussions and reviews of information.

Materials Needed:

A Teacher Kit that contains:

1 Paperback Book
30 Spirit Masters Student Worksheets
26 Posters
1 Teacher Guide

Financial Requirement:

Teacher Kit	$34.00
Individual prices are:	
1 Paperback Book	$ 4.95
Set of 5 Paperback Books	$22.00
Spirit Masters	$15.00
Set of 26 Posters	$17.50

(Prices as of 1978)

Highlights

For Your Notes

Special Training:

None.

Evaluation Results:

No evaluation data were available.

Bias Rating:

A textbook, worksheets, and posters were reviewed. Overall, the product was not severely biased. In one instance, men and women were placed in stereotyped occupational roles where the "boss" is always referred to as "he" and terms such as "repairman" and "fireman" are used.

Services Available:

None identified.

Contact for Materials and Consultation:

Argus Communications
7440 Natchez Avenue
Niles, Illinois 60648

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Freestyle

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Choice
Elementary Education
Family Life
Occupational Information
Secondary Education
Sex Stereotypes
Television

CEDISS Area:

Instruction

Target Audience:

Ages 9-12

Highlights

For Your Notes

Effect on Students:

The product is intended:

1. To help students explore their occupational interests without sex-role stereotyping; and
2. To become aware of the changing roles of men and women in family and occupational settings.

Description:

"Freestyle" is an instructional television series aired on Public Broadcasting System stations throughout the United States. In some locations, stations broadcast the program during school hours in separate quarter-hour segments. In other places, they air the programs after school in half-hour versions. Many stations offer both in-school and after-school viewings. Local stations decide the broadcast times.

The materials described here focus on orientation to the television series and components of staff inservice materials for teachers who wish to make the best use of the television programs. The materials are:

"Curriculum for the Television Career Awareness Project 'Freestyle' and the Curriculum Chart." This book contains the goals and objectives of the television program series, suggestions for activities for teachers and parents, readings about the effects of sex-role stereotyping on adult roles, and occupational attainment and the development of student interests, skills, and activities.

A section of this guide deals with the use of television to expand career awareness. Another section contains a description of the general characteristics of nine- to twelve-year-olds and what teachers may wish to keep in mind when considering the series for viewing.

Highlights

For Your Notes

"Individualized Staff Development Mini-Modules." This is a folder that contains self-instruction material in modules dealing with the following topics:

"Assertion Is Not Aggression"
"Sexism in Language"
"Women in Literature"
"There Have Always Been Notable American Women"

Each of the four modules contains a pre-test and answer sheet, readings, and suggested activities. An audio-tape recording accompanies three of the modules.

"Freestyle Staff Development Inservice Program." This program is intended to help teachers prepare to use the television programs in their classrooms. The inservice activities are designed to make teachers aware of the goals of the series, the format of the programs, the supplementary materials, ways to introduce the lessons, and other areas in the curriculum.

A set of six folders contains goals, agendas, activity descriptions, and resource materials for teachers on six topics. The titles are:

"Welcome — Overview";
"Partners: Approach for Teaching Students About Cooperation";
"Grease Monkey: An Approach to Developing an Understanding of Non-Traditional Skills and Interests";
"Freestyle Orientation Videotape";
"Scoop: Using the Content of Freestyle in Other Areas of the Curriculum"; and
"Closing Comments and Evaluations."

Other components of the staff development program are:

A "Leader's Handbook" that contains a guide intended to assist the inservice leader in planning and implementing the inservice.

The "Resource Materials Packet" containing readings which provide background information on the changing role of men and women in the world of work, limitations of sex-role stereotyping, and ways to eliminate sex bias from the curriculum. A film listing is a part of this packet.

Video cassette tapes containing segments of certain programs in the television series and topics for staff development inservice purposes. The segment of the television program, entitled "Scoop," is accompanied by a 15-minute presentation entitled "Extending Freestyle." The purpose of "Extending Freestyle" is to demonstrate the uses of role-playing in the classroom.

One of the video cassette tapes contains two other segments of the program entitled "Partners" and "Grease Monkey." The content of these two programs focuses on cooperation, interpersonal skills, and non-traditional activities for girls.

A 30-minute color video cassette that presents an overview of the goals of the television series.

A 15-minute video cassette tape, "An Exercise in Guided Discussion," that presents ways to guide discussion. This tape shows teachers actually leading discussions.

"Teaching with Freestyle," a 30-minute video cassette tape which presents an overview of the goals of the "Freestyle" television series. Some of the content focuses on how several different elementary teachers use follow-up strategies to clarify issues brought out in the program.

"An Exercise in Guided Discussion," a 15-minute video cassette tape that presents ways a teacher can guide disucssions of "Freestyle" programs toward critical thinking and vocabulary building.

Highlights | **For Your Notes**

"The Extending Freestyle" video cassette, a 15-minute presentation that demonstrates ways role-playing can be implemented in the classroom. The use of role-playing is encouraged throughout this presentation to help students explore feelings and problems underlying some of the situations depicted in the programs.

The "Freestyle Guide" intended for teachers, counselors, and building principals. It contains an overview of each of the programs in the television series, suggestions of preview activities, and tapes for discussions.

The "Freestyle Calendar" prepared for parent use. The calendar contains a summary of each of the program series. It also contains ideas for family activities.

The "Freestyle Magazine" for student use. The magazine has a workbook format and contains activities intended for independent use. The activities are related to the television series programs.

The "Freestyle" television series is made up of 13 half-hour programs for home viewing and two quarter-hours for classroom viewing. The titles and subjects of the half-hour programs are:

"Partners" (two parts) — Cooperation with the opposite sex (Part I) and girls in mechanical activities (Part II).

"Cheers" (two parts) — Independence from peer pressure (Part I) and girls and minority children in science activities (Part II).

"Flag" (two parts) — Girls in the relatively nontraditional activity of team sports (Part I) and the value of sports in later life (Part II).

"Helping Hands" — The identification of helping skills.

"Scoop Part I and Part II" — The changing roles of men and women at work and at home.

"Hike" — Risk-taking.

"Freestyle Variety Special" — Stereotyping through short dramatic skits and animations.

"Candidates" — Leadership skills, especially for girls.

"Young and Old" — Nurturing skills, especially for boys, and on occupations which require these skills.

"Good Signs" — Assertiveness.

"Hey, Man" — Changing roles of family members.

"Grease Monkey" — Nontraditional activities for girls.

Materials Needed:

Curriculum for the Television Career Awareness Project "Freestyle" and the Curriculum Chart
Individual Staff Development (Nine modules with 3 audio cassette tapes)
Freestyle Staff Development Inservice Program
  Set of Six Inservice Programs
Leader's Handbook
Resource Materials Packet
Video Cassette Tapes of three programs of the television series and staff development inservice topics
Some materials are being distributed by the community television stations. Check with your local community television stations for copies of the "Freestyle Guide," "Freestyle Calendar," and "Freestyle Magazine."
Teaching with Freestyle Video Tape
Extending Freestyle Video Cassette
An Exercise in Guided Discussion Video Cassette

Highlights

Financial Requirement:

Curriculum for the Television Career Awareness Project "Freestyle" and the Curriculum Chart	$ 3.50 + mailing
Individual Staff Development (Nine Modules with three Audio Cassette Tapes)	$ 3.50 + mailing
Freestyle Staff Development Inservice Program	$200.00
Teaching with Freestyle Video Tape	$ 60.00
Extending Freestyle Video Cassette	$ 90.00
An Experience in Guided Discussion Video Cassette	$ 50.00

(Prices as of 1978)

Special Training:

None required.

Evaluation Results:

The Institute for Social Research at the University of Michigan is currently conducting an evaluation of this product to determine if it is meeting the stated objectives. The stated design for the evaluation appears excellent. The results should reveal the extent to which this product has effect on students.

Bias Rating:

Three video cassettes, a teacher's resource packet, and individualized staff development modules were reviewed. They did not appear to contain any biasing elements toward any group of individuals.

Services Available:

None identified.

Contact for Materials and Consultation:

Alice Midto, Room 299
Pat Seeley, Room 250
Division of Curriculum and Instructional Services
Office of the Los Angeles County Superintendent of Schools
9300 East Imperial Highway
Downey, California 90242

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CAREER EDUCATION
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Michigan Occupational Information System (MOIS)

This fact sheet is one of a series produced by Project CEDISS of the Michigan Department of Education for school staffs to consider for their Career Education efforts. It is based upon analyses of a product created by a formal research and development project supported by a state or the federal government or by an established private organization.

Descriptors:

Career Planning
Counseling
Occupational Information
Post-secondary Education
Secondary Education
Self-Evaluation

Target Audience:

1. Teachers, guidance counselors, and placement advisors for K-12, post-secondary, and adult levels.
2. Grades 7-8, secondary, post-secondary, adult students

CEDISS Area:

Instruction
Guidance/Counseling
Placement

Highlights

For Your Notes

Effect on Students:

MOIS is designed to assist students indirectly and directly in career development through the process of self- and career-awareness and exploration, career decision-making and planning, and placement. More specifically, the product is intended to:

1. Indirectly have an effect on students by . . .

. . . providing information for teachers to incorporate into career-awareness and exploration activities intended to increase students' understandings of the many kinds of jobs and the training for jobs, as appropriate to grade levels;

. . . assisting counselors in providing specific information to students about occupations in which the student is or may become interested and about selecting educational opportunities for training for specific occupations;

. . . providing placement advisors with information about projected employment opportunities for students looking for jobs; and

Highlights	**For Your Notes**
2. Directly have an effect on students by . . . . . . facilitating direct access by students at the 7-8, secondary, post-secondary, and adult levels to detailed and specific information to help them become aware of and explore occupations, plan training to enter occupations, and find jobs.	

Description:

MOIS 1978-79 information includes descriptions of:

. . . 350 occupations, including national, state, and reginal employment prospects;

. . . more than 1400 occupational specialties;

. . . 122 post-secondary programs related to specific occupations and available at Michigan community colleges, public and private two-year and four-year colleges and universities, and 224 private vocational schools;

. . . available apprenticeship and military training; and

. . . school subjects useful in preparing for specific occupations.

This information is updated and documented each year.

In addition to offering convenient, direct access to information, MOIS features a structured search of the information called the "MOIS Inventory." This form of search includes a self-assessment instrument which allows a student to identify his or her personal characteristics such as aptitudes, interests, and temperament and to develop a profile of these characteristics. The student then may obtain a list of occupations whose worker-requirements match the profile. User handbooks, inventory worksheets, and other aids assist students in making the search.

MOIS provides the information in two versions: microfiche and computer.

Materials Needed:

For each microfiche reader:

1 Deck of MOIS microfiche (70 fiche)
1 "MOIS Microfiche User Handbook"
1 "MOIS Microfiche Index"
1 "MOIS Inventory Scan Sheets"
1 "MOIS Inventory Worksheet" (per student)

Highlights

For Your Notes

For each computer terminal:

1"Computer User Handbook"
1"MOIS Inventory Worksheet" (per student)

Financial Requirement:

MOIS, including all materials, is provided at no cost to public educational and other agencies with a need for the service and to private educational agencies.

The school or other user-agency must purchase or lease microfiche readers and/or computer terminals and pay leased line charges, if any, to connect terminals to a central computer. In addition, it must pay expenses, if any, of persons who attend in-service training sessions in the use of the system.

(This policy in effect in 1979.)

Special Training:

Attendance at an annual MOIS in-service training session is strongly recommended. MOIS staff conducts a series of both microfiche and computer training sessions throughout Michigan each year. MOIS staff provides the training at no cost.

Evaluation Results:

Evaluation is currently being planned.

Bias Rating:

A review of 49 randomly selected job descriptions indicates that MOIS does not contain any sex, racial, ethnic, or religious biasing effects. Although the review revealed no blatently biasing remarks toward the handicapped, a slight bias did appear. Slightly less than one-third of the job descriptions, while describing what the person must physically be able to do, excluded some handicapping condition which, given the nature of the job, should not interfere with performance. For example, in a job description of an "author," it was stated that an author must physically be able to speak and hear.

Services Available:

In addition to the annual training session, MOIS staff provides consultation to user-agencies and information to prospective users. Written descriptive material is available.

Highlights

For Your Notes

Contact for Materials and Consultation:

Michigan Occupational Information System
Michigan Department of Education
P.O. Box 30009
Lansing, Michigan 48909
(517) 373-0815

ADDITIONAL COMMENTS:

The system is reported as in use at more than 1600 sites in Michigan, including more than 1000 public and private schools with microfiche service, more than 400 with computer service, all community colleges, 14 public and 13 private colleges or universities, and all Michigan Employment Security Commission offices.

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